

# Retail Man

## USER GUIDE



[helpdesk@ezisolution.com](mailto:helpdesk@ezisolution.com)  
[www.ezisolution.com](http://www.ezisolution.com)

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# Introduction

The Retail Man was designed for business people who have only limited knowledge of accounting principles.

The system makes it easy for users with only a partial accounting background to start entering information on the computer without worrying too much about debit and credit principles.

The whole idea behind the system is that it is very similar to the paperwork side of the business, but much faster. This can save the business thousands of dollars in many ways including:

- Faster debit collection
- On-time payment to creditors
- Smaller accountants bills
- Faster tax returns
- And more . . .

The user interface of the system is very simple and errors made during data-entry can be corrected as easily as they are made.

All needed information is always at your fingertips so saving you time.

The Retail Man System runs under the operating system Windows 9x, 2000, XP and most network systems that are Windows compatible. It is year 2000 compliant and has no end-of-period posting.

In the multi-user version, several users can access the data at the same time.

Retail-Man now comes with internet support. The user can email the clients, suppliers or contacts directly from within with great ease. It also supports email broadcasting; giving the user a very valuable quick and inexpensive advertising tool.

# Quick Start Guide

Trying to implement an electronic accounting and stock control system in the business can be overwhelming. You are probably asking yourself *where do I start first?*

This quick start guide gives you a clear step-by-step approach with a minimum of fuss.

The overall task is broken into separate, simple steps that you can follow in sequence to achieve the required result.

## Step 1

Decide which users are going to be using the system and their access levels.

When first installed, Retail-Man comes with five users. Users 1 and 2 have access to all parts of the system.

If you need to make the system secure, you should allocate a password to each user at the earliest opportunity.

If you do not need security on the system, simply blank the password of the master user.

To assign security, select **Maintenance**, then **Users File Maintenance**, and add or remove users as you need.

You can give users one of four possible access levels. These are:

- 0 No access
- 1 Read only
- 2 Read and Write
- 3 Full access (Read, write, Modify, and Delete)

❗ *The first two users (Master User and Manager) will always have a full access to all parts of the system regardless of what their access levels are set to.*

❗ *Use Ctrl + F12 to change users from anywhere in the system*

## Step 2

Select **Maintenance**, then **System Setup** to set up your company name and other details. Refer to the corresponding section below for further information.



## Step 3

Select **Sales**, then **Add/Modify Clients** to add the client details. You are recommended to create a client name called *CASH SALES* for all cash sales.

## Step 4

Select **Purchase**, then **Add/Modify Suppliers** to add supplier details. You are recommended to create a supplier name called *CASH PURCHASE* for all cash purchases.

## Step 5 (Optional)

Select **Stock**, then **Stock Group Maintenance** to create or modify stock groups. For example, typical groups for a computer shop might be:

- Computers
- Monitors
- Printers
- Software
- Etc . . .

Whilst you are setting up the stock groups, you are also recommended to create expenses groups such as Electricity, Telephone, Bank Charges etc.

## Step 6

Select **Stock**, then **Add/Modify Stock** to add the stock and services your business sells. You are also recommended to add all the services and expenses that the system buys, for example Electricity, Power, Telephone Charges, Car Maintenance etc. This way, the business can process all creditors from one section, which is purchasing.

## Step 7

If your business is already established, select **STOCK**, then **Stock Quantity Adjustment** to add the quantities of stock you already hold.

Another way of adding the stock is to enter it by selecting **Purchases**, then **Purchasing**.

## Step 8

If your business is already established, you need to enter the outstanding clients and suppliers accounts. To do that, you can create a Sales or purchase invoice for each outstanding account. The invoice date has to reflect the account period. Use '\*' in the part Number column, then under details, enter 'Starting Balance', Qty with 1, and the amount. This will ensure a correct tax figures and also allows you to modify the information in the future if the need arises.

Once the above steps have been done, then trading can be started.

The Retail-Man System comes with a standard chart of accounts. An important account is *1001 – Cash On Hand*. Use this as a temporary account to hold all the income that comes to the business from all kinds of sales. For example, assuming your business processes five invoices as follows :

Invoice No.	Amount	Payment Method
1	\$100	Cash
2	\$150	Check
3	\$90	Credit card
4	\$50	Credit
5	\$80	Direct debit to your bank

Payments for Invoices 1, 2 and 3 should be posted as received by *1001 – Cash On Hand Account*.

Invoice # 4 was not paid so its payment should not be processed.

Invoice # 5 payment should be processed to the *1002 – Bank Account*.

At the end of day we will create a deposit slip with the payments of the first three invoices which total to  $\$100 + \$150 + \$90 = \$240$  and send it to the bank.

To reflect this transaction, select **Accounts**, then **Journal Posting** to create a journal as follows:

1. With the cursor in the **Journal Number** field, press **Enter**. This will assign a new journal number.
2. Enter the bank account of *1002* at the top account
3. In the next section, enter the *1001 – Cash On Hand account* with the date and amount.
4. Save the transaction.

Once this is done, the balance of the Bank Account is increased by \$240, while the Cash On Hand Account goes back to 0, (assuming it started out with 0).

When the bank statement is received, you will notice that it will exactly match the computerized record by showing two transactions on that day, the first one will be for the amount of \$80 that went directly to the bank, while the other will be the \$240.

Select **Accounts**, then **Bank Reconciliation** to reconcile the bank statement. You have to add all the bank charges that appear on the statement through the purchasing section. The payment account of these charges has to be *1002 – Bank Account*.

# Hints, Tips and Shortcuts

## Entering Dates

Most date fields will be pre-filled with today's date. If you wish to alter this date, you can either:

1. Overtyping the date.
2. Right mouse click on the date field and enter the date interactively.

## Entering Supplier and Customer Details

Suppliers and customers can be selected from their respective lists by entering either the code in the code field or the name in the name field. If the information you supply is valid, the screen details will be filled. If the information is invalid or incomplete, a list will be presented for you to select interactively. The list will be displayed with the name closest matching to the partial name you entered, or if you entered a partial code in the code field, the list will be displayed with the code closest matching to the partial code you entered.

## Sort Order on List Screens

List screens are used for the following:

- *Clients List* screen (select **Sales, Add/Modify Clients**)
- *Stock List* screen (press **F9** or **F10**)
- *Suppliers List* screen (select **Purchases, Add/Modify Suppliers**)
- *Select Account* screen (select **Accounts, Chart of Accounts**)

When viewing these screens, you can change the sort order of the first two columns by clicking on the column heading. The information listed will be sorted in to order according to the column heading you clicked on.

## Function Keys

Use the following function keys for speed and simplicity:

**F1** : Activate help system.

This function key activates the Windows style built-in help. It is active throughout the system.

**F2** : Save Transaction.

The F2 function key is used in the data entry forms throughout the system and allows the user to use the keyboard to save the entered data by pressing F2.

**F3** : Print Transaction.

The F3 function key is used to print reports, invoices, quotes, purchase orders and more. To choose the printer destination, you have to use the mouse and right click on the F3 Print key to access the printer dialog box.

**F4** : Delete Transaction (Invoicing & Purchasing).

The F4 function key is used to delete transactions in the data entry screens such as invoicing, purchasing and more. The system will ask for delete confirmation before proceeding.

**F5 : Process Payment (Invoicing & Purchasing).**

Pressing the F5 function key in the invoicing the purchasing screens will activate the payment screen to pay a single invoice or purchase.

**F7 : Produce a list of outstanding invoices in invoicing and purchasing**

Pressing F7 in the invoicing or purchasing screens will produce a list of all of the invoices or purchases for the past 12 months. To view a list of invoices for either one client or supplier, enter the client or supplier code before pressing F7 in the invoicing or purchasing screen.

**F8 : Search by Serial Number.**

Pressing F8 will prompt the user to supply a serial number to search for. The serial number has to be exactly as entered, otherwise the search will fail. If you have more than one serial number for 2 different items, you can use the UP/DOWN arrow keys to scroll through them.

**F9 : Search by Part Number.**

Pressing F9 will prompt the user to supply a part number to search for, if the part number did not exist, the system will display the stock list with the nearest part number highlighted.

**Shift+F9 : Search by Equivalent Part Number**

Pressing the SHIFT and F9 combination will prompt the user to supply an equivalent part number to search for.

**F10 : Search by Part Details**

Pressing F10 will prompt the user to enter an item details to search for, You can enter the first few letters of the item details and the system will produce the stock list sorted by item details with the search string or its nearest at the top of the list.

**SHIFT+F10 : Search by Parts Other Details**

Pressing the SHIFT and F10 key combination will prompt the user to enter the item other details to search for. To view the items other details in the stock search list, it should have been enabled from the **Maintenance > System Setup > Stock menu**

**F11 : Calendar.**

Pressing F11 will show the calendar with the current date highlighted. Use the arrow keys to move between dates, then press <Enter> to transfer the date from the calendar to a date field.

**F12 : Calculator**

Pressing F12 key will open the Windows calculator. Pressing F12 again will open another instance of the Windows calculator.

**<Alt>+F12** : Open Cash Drawer if connected

Pressing Alt and F12 key combination will open the cash drawer if installed and connected. To install a cash drawer, go to **Maintenance > System Setup > Hardware**.

**<Ctrl>+F12** : System Lock / Change user

Press the Control and F12 keys combination allows the system to change the logged in user, if an invalid password was entered 3 times, the system will close down.

**<Shift>+F12** : Print Labels in Invoicing & Purchasing screens

Use this key combination to print labels and barcodes for your stock items. The output can be directed to any printer and can be started from any position on the page by choosing the row and column values.

## Print (F3) and Windows Print Dialog Box

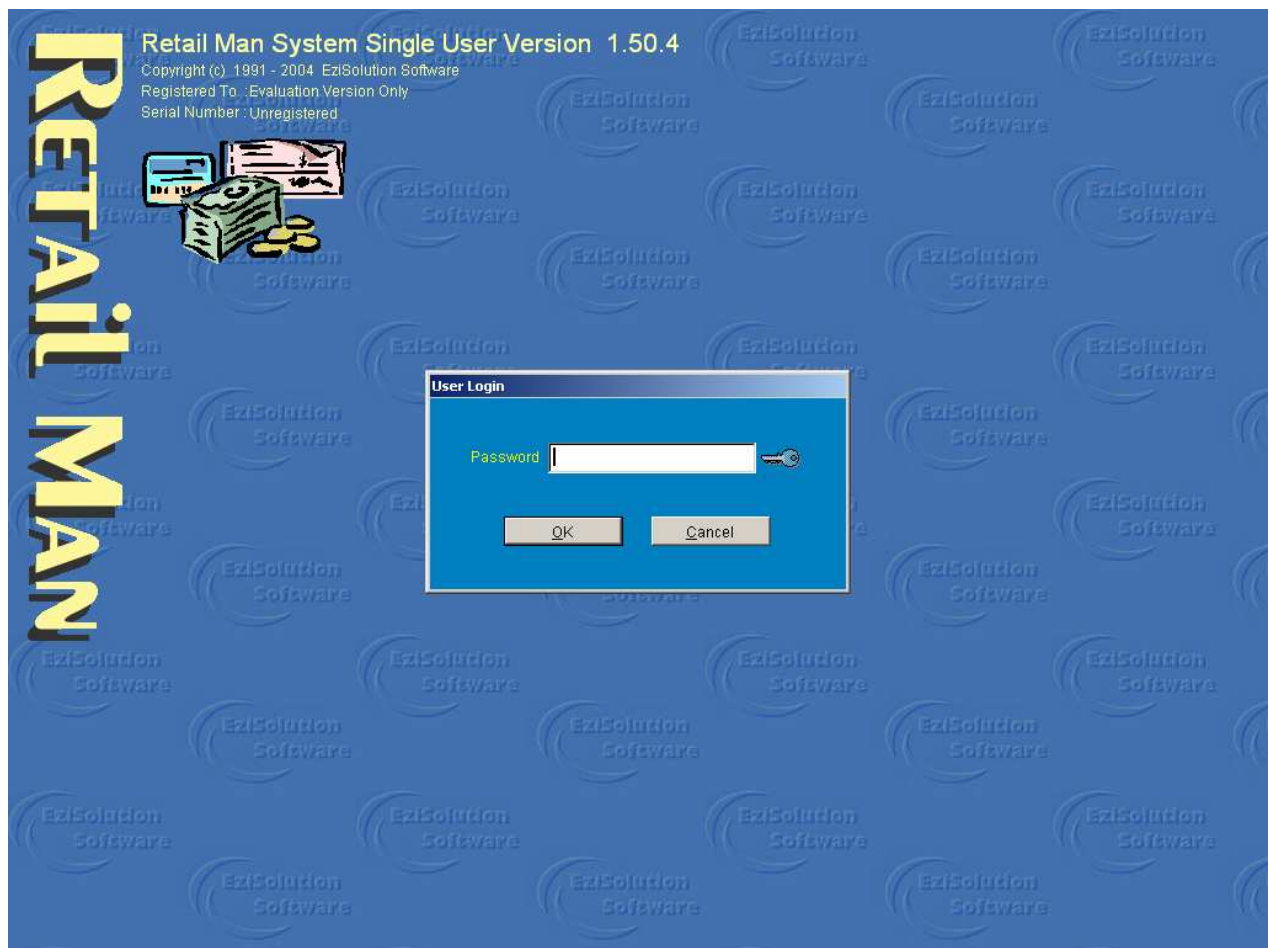
To print to the default printer, select **Print (F3)** anywhere this print button is available, If you **right-click** on the **Print (F3)** button, the Windows print dialog will be displayed.



This will allow you to choose the printer/destination. This could be a local printer, network printer or a fax. (to send invoices, quotes or purchase orders as a fax, you need to have a modem installed or connected to your system with fax software on your system. Windows comes with a fax software you can use. Otherwise, there are many packages that you can use as Fax Software.

# Login Screen

Once the Retail-Man System is started, the first screen that appears is the password logon screen. The user must supply a valid password to be able to access the system. The system master password when the system is started for the first time is blank. There are a number of different passwords that the system will accept, but the master user must program these passwords using the maintenance section of the system.



Each password can have a different access level to the system thus allowing the manager to control user access to each section of the system. To enable the password protection, you must supply the master user with a password.

# Main Menu

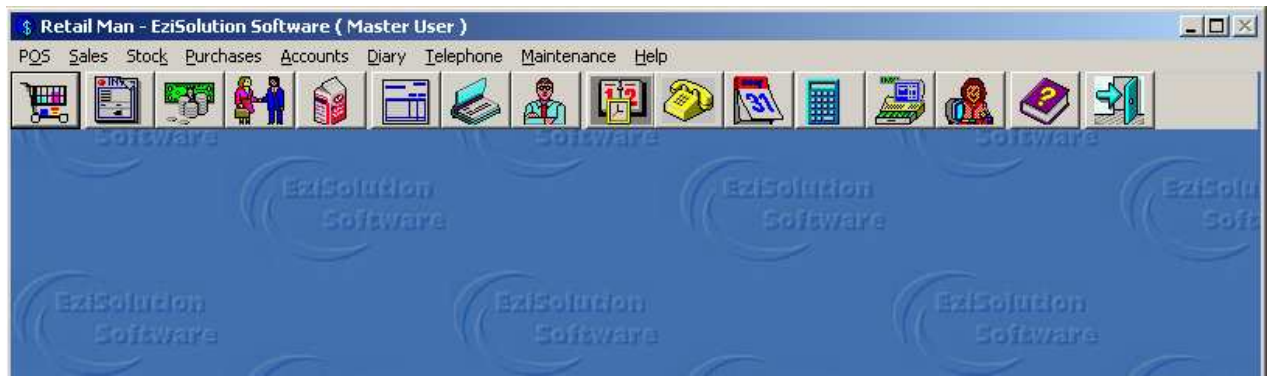
Once a valid password is entered, the system displays the main menu screen, with the options displayed horizontally at the top of the screen. You can use the left and right Arrows to move between the options, and use the **Enter** key to access that option.

The system comes with two built-in interfaces the user can choose from as shown below

## BIG BUTTONS INTERFACE



## MENU and TOOLBARS INTERFACE



You can change the user interface by going to **MAINTENANCE > USER SETTINGS > SETTINGS** and choose the **Menu and Toolbars** option to use a menu style interface with toolbars for quick access to the frequently used items.

The navigation with this interface differs slightly from the previous one, you have to use the ALT+the underlined letter on the menu followed by the first letter of number of the option, or you can use the mouse and either click on the toolbar or the desired menu item.

You can further change the look of the system by changing the **system colors** or even have a picture on the main menu by changing the display as needed. Note that if you decide to add a picture to the desktop, ***make sure the picture file path does not contain spaces.***





## Point of Sale Screen

The *Point of Sale* screen is where the checkout operator does all the sales. Select **POS** from the main menu to display the *Point of Sale* screen.

**Point of Sale Head Quarters**

Date	Sale No.	Client No./Name	Points	User	Today	Station No.
07/10/2005	2	AGE.PRINTING	101	Master User	Friday 07/10/2005	1

Part No.	Part Details	Qty	Price \$	Tax	Disc. %	Total \$
9828207	SH PAP HOT SOUP 12Z COMBO	1.000	5.00	T	0	5.00
1770471	BOSS GLOVE DISP #1032D	1.000	5.25	T	0	5.25
		0.000	0.00		0	0.00

Bin	On Hand	19.000 / 20.000	2.000	Tax \$	0.93
-----	---------	-----------------	-------	--------	------

Save (F2)	Print (F3)	Hold / Recall	Close (Esc)	CASH	Total \$	10.25
					Paid \$	0.00
					Change \$	0.00

Menu	Ctrl+Del - Line	F6 - Re-print	F7 - POS List	F9 - Part No.	F10 - Details	ALT+F12 - Open Till
------	-----------------	---------------	---------------	---------------	---------------	---------------------

*Point of Sale* screen fields:

### Date

The default is today's date, however, the user can change that date if allowed.

### Sale No.

Automatically assigned by the system, starting with **1** at the start of each day.

### Client No./Name

An optional field to enter either a client code or Client Name

### Points

The system displays the number of unredeemed loyalty points accumulated by the client. The loyalty points must be activated on the client card first. this is a read only field.

### User

The system displays the logged in user, this is a read only field.

**Today**

The system displays today's day and date, this is a read only field.

**Station**

The default station number, shown at the top of the screen, is **1**. To change the station number (say to **2**), add the required station number as a parameter to the shortcut as follows:

1. On the desktop, right click on the shortcut to display the pop-up menu.
2. Select **Properties**.
3. Select the **Shortcut** tab.
4. The path to the *Retail Man* program will be displayed in the **Target** field.
5. Click at the end of the path to make sure it is no longer highlighted.
6. At the end of the path, type a space then the parameter (required station number).
7. The path will now look something like this: C:\RMAN\RMAN.EXE **2**
8. Click **OK** to close the shortcut and save the change.

**Part No.**

Enter or scan the item or barcode. This field can take of up to 15 characters (letters and numbers). If you entered a code that does not exist, you will be shown a list of items starting with the code next to the one you have entered. You can scroll up or down, then select the one you want by pressing the **Enter** key. The item code of what you have selected is transferred to the sales screen.

**Part Details**

If you have enabled description editing (refer to the **Maintenance Menu, Point of Sale Setup, POS Setup tab**), the cursor stops at the description field, to allow the operator to modify it. If you leave the part number field blank, and enter an item description, the system will display the stock file for you to make a choice.

**Qty**

This field lets you to enter the quantity sold. It defaults to **1**.

- If you have enabled *Qty field editing* (refer to the **Maintenance Menu, Point of Sale Setup, POS Setup tab**), then the cursor stops on the **Qty** field and waits for the operator to change the quantity if needed.
- If you have not enabled *Qty field editing*, the cursor skips the **Qty** field. However, the operator can still edit that field by mouse clicking on the qty field.

**Amount \$**

This field displays the retail price of the item being sold.

- If you have enabled the edit option, the operator can change the price.
- If you have not enabled the edit option, the operator cannot change the price.

**Tax**

The tax code as recorded for the item in the stock file, is displayed. The operator can change this manually to another valid tax code.

**Disc. %**

The operator can enter a discount percentage if you have enabled this option. (To do this refer to the **Maintenance Menu, Point of Sale Setup, POS Setup tab**.) To finish the sale, press either the **Esc** or **Enter** keys on an empty **Part No.** field.

**Total \$**

As each item is entered, the line item total will be displayed in the **Total \$** field.

**Bin****On Hand****Tax \$**

These fields are display only and show the storage location, the number in stock, and tax amount.

**Total \$**

When all items have been entered, the operator hits **Enter** on the empty **Part No.** field of the next line. The total is calculated and displayed in the Total \$ field at the bottom of the screen and the cursor moves to the **Paid \$** field.

**Paid \$**

The operator now enters the method of payment by choosing from a drop down list. This list can be modified from the System Setup Screen.

The field now defaults to the **Total \$** amount and the operator can now enter a higher amount according to what is offered for payment.

There are two methods of entering the payment, the first one is using a drop down list which is more suitable for keyboard users. To access this method, just press <Enter> on an empty Part No. field in the POS grid, the cursor will move to the dropdown list where you can make the payment. One or more payment options can be used to pay for the same transaction.

The screenshot displays the Point of Sale screen with a payment dropdown menu open. The menu lists various payment methods and their amounts:

Payment Method	Amount
CASH	0.00
CHECK	0.00
C/ CARD	0.00
AMEX	0.00
DINERS	0.00
EFTPOS	0.00
Barter Card	0.00

The main screen shows the following fields and values:

- 19.000 / 20.000
- 2.000
- Tax \$ 0.93
- Total \$ 10.25
- Paid \$ 0.00
- Change \$ 0.00

Buttons visible include: Close (Esc), Re-print, F7 - P, F10 - Details, and ALT+F12 - Open Till.

The other payment screen is more suited to touch screen or mouse users but can also be used with the normal keyboard. This screen is activated by pressing F2 or F3 after completing the POS transaction. It can accept multiple payment options for the same POS transaction.

Payment		
1 CASH	10.25	<div>  Back            Clear            Cancel         </div> <div>           7 8 9            4 5 6            3 2 1            0 . +/-         </div> <div>  Save (F2)            Print (F3)         </div>
2 CHECK	0.00	
3 C/ CARD	0.00	
4 AMEX	0.00	
5 DINERS	0.00	
6 EFTPOS	0.00	
7 Barter Card	0.00	
8 Store Credit	0.00	
Change \$ 0.00		

Note that if you have the rounding on, the rounding will occur on the first payment option which is Cash. If you do choose other payment options, then there will be no rounding. Use the keypad to enter the amounts, or press the payment tabs to quickly fill the payment field. so if you want to pay by credit card, press the 0 button to zero the cash field, then press the 3 C/Card button to fill the Credit Card field with the full amount. Once done, press F2 to save or F3 to save and print.

### Change \$

The amount of change, if any, to be given to the customer is displayed.

When the operator has completed the sale, the sale record is saved, the cash drawer is opened, the sales docket is printed, and all associated files are updated.

You can change the payment options. Refer to the **Maintenance Menu, System Setup** tab.














**F6** reprint a docket. You can direct the printout to the docket or normal printer.

POS Docket Re-Print	
Docket Number to Print	2
Docket Date	07/10/2005
<div>  Docket            Print (F3)            Close (Esc)         </div>	










## Quick Menu

Clicking on the MENU button on the POS screen will activate the Quick Menu screen which will allow you to use either a touch screen or mouse for entering frequently sold items.

Quick Buttons Menu							
Electronics	Beverage	Games	Software	Menu5	Menu6	Menu7	Menu8
 7Up Can	 Beer	 Coke Can	 Honedue	 Lime Drink			
		 Milk Carton	 Labels	 Work Shirt	 Today's Special	 CARNIVAL BOX MEN LT	 Lucky
	 Nuts						
	 Delivery						

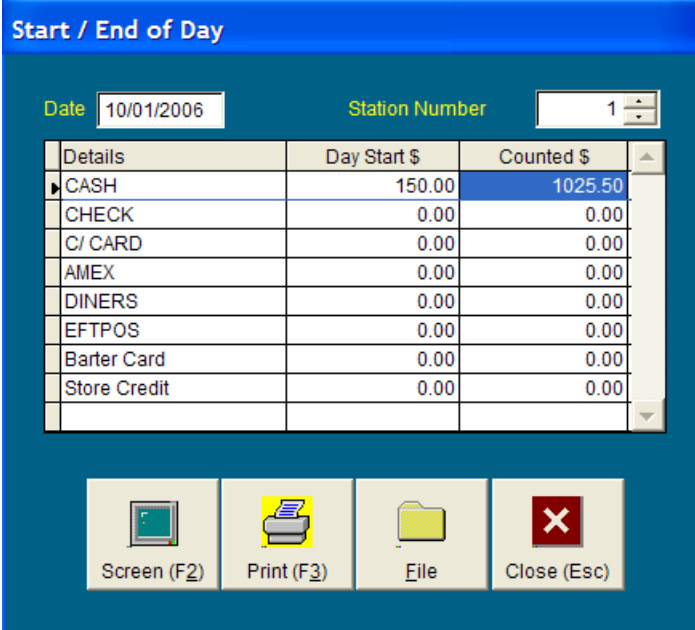
No.	Part Number	Details	Qty	Price	Total
2	V	Delivery	1.000	20.00	20.00
3			0.000	0.00	0.00
Total					53.38

 Pay	 Qty	 Price	 Up	 Down	 Delete	 Finish
--	--	--	---	---	---	---

**You can press *CONTROL+ALT* and click on any button** to modify the contents and icon of that button to suit your business, if you do enter the wrong part number, the system will prompt you with "*Wrong Part Number, Please fix*" message every time you press that key. Note that the top row of buttons allows you to enter different group of items for each menu button.

## Start / End of Day

The *Start / End of Day* screen is used to perform the cash reconciliation at the end of day. The user has to enter the amounts that are in the cash drawer at the start of day, and also the amounts that are in the cash drawer at the end of the trading day. Then the user can print the cash reconciliation report that will show any discrepancy in the amounts present at the end of day. Any positive amounts indicate a surplus, while negative amounts indicate a shortfall that should be investigated.



Details	Day Start \$	Counted \$
CASH	150.00	1025.50
CHECK	0.00	0.00
C/ CARD	0.00	0.00
AMEX	0.00	0.00
DINERS	0.00	0.00
EFTPOS	0.00	0.00
Barter Card	0.00	0.00
Store Credit	0.00	0.00

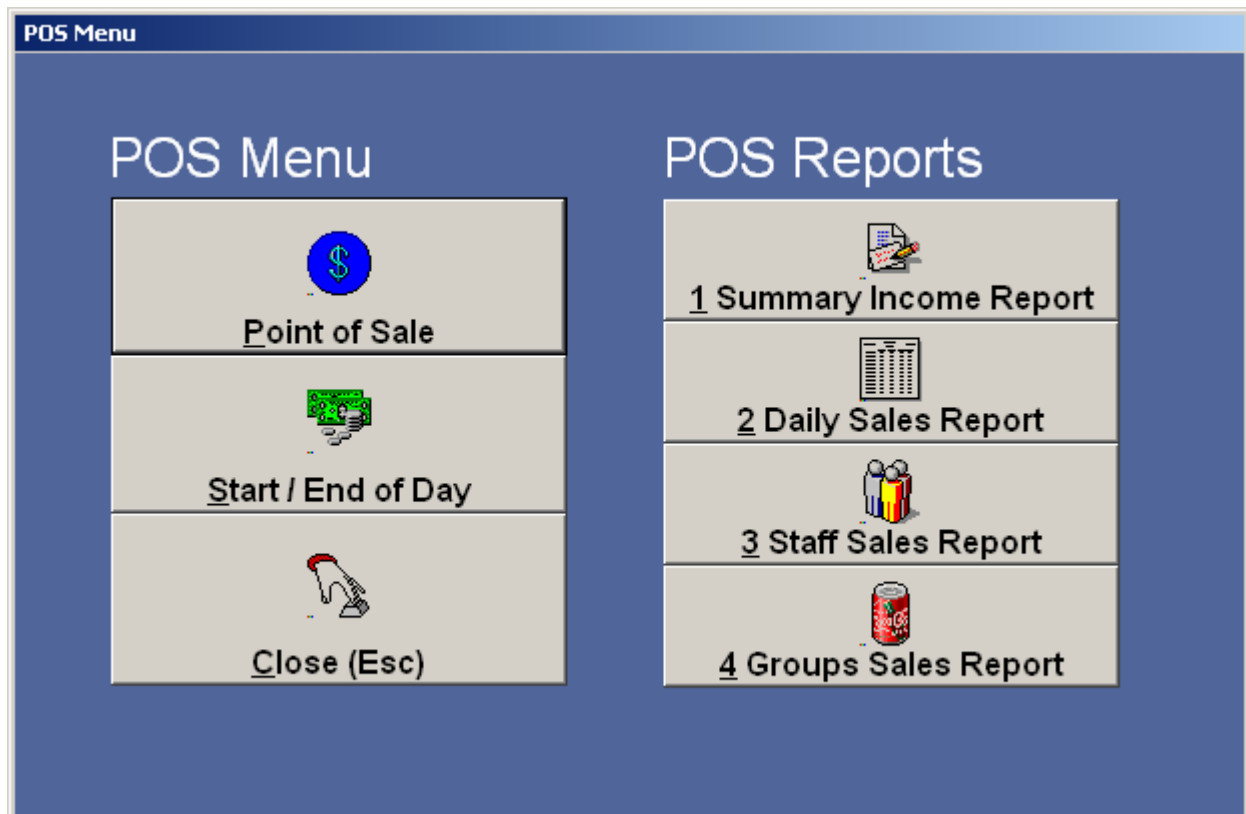
Date: Enter today's date

Station Number: The default station number is 1, however, if you have a multi-user license, you need to enter each station number and amounts separately.

Day Start: Enter the amounts at the start of each day by counting the money in the till for that station.

Counted: You have to enter the amounts at the end of the trading day for each station, then once done, you can then run POS report 2 to list the correct amounts.

## Reports Menu



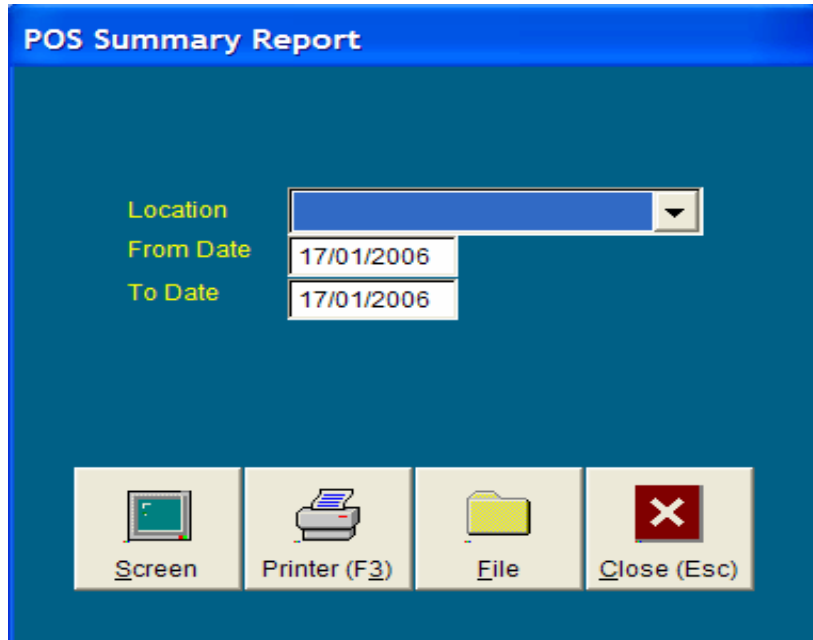
*Retail-Man* allows you to generate a wide variety of reports to allow you to control the business.

All reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen. For reports sent to the screen, you use the **Page Up** and **Page Down** keys to navigate through the reports. To search quickly, hit the **F** key to obtain a window where you can type in the text to search for.



## Summary Income Report

**Description:** This report displays the sales summary by payment type for a given period.



Report request screen fields:

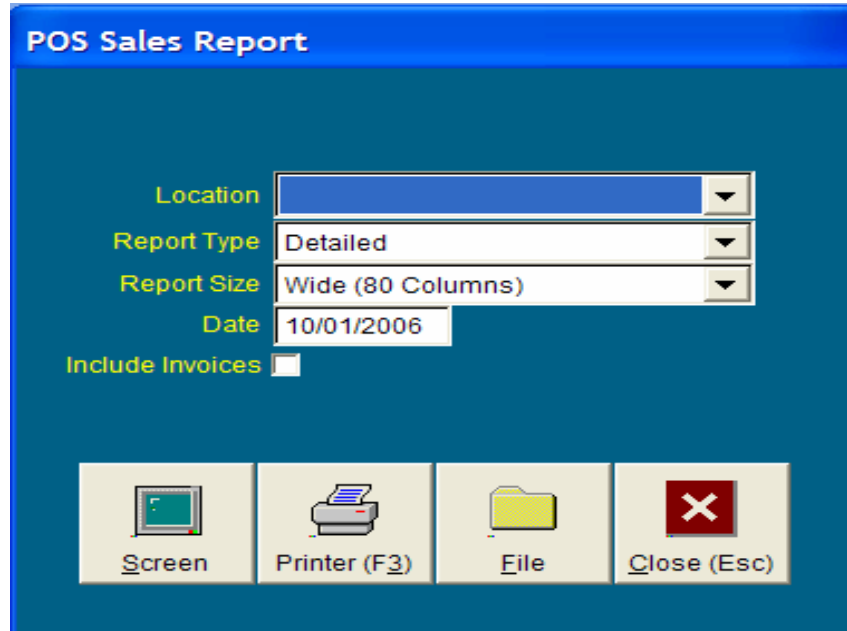
**Location:** Enter the location or leave blank for all locations, this option will only appear in the multi-location version.

**From Date** Enter the first dates to be covered in the report

**To Date** The last date to cover.

## POS Sales Report

**Description:** Sales on the specified date.



Report request screen fields:

**Location:** Enter the location or leave blank for all locations, this option will only appear in the multi-location version.

**Report type.** Detailed report: Every item on every sale is listed.  
Summary report: Total amount for each sale is listed.  
Cash Reconciliation To print today's cash reconciliation.

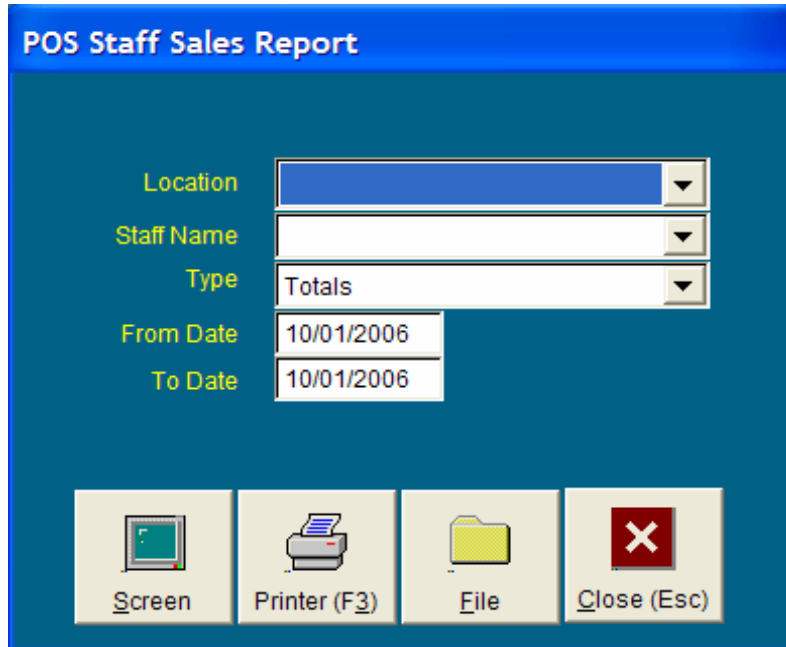
**Report Size:** Choose narrow for a 40 column report, wide for an 80 column.

**Date** Enter the date you want the report for.

**Include Invoices** Tick option to include sales invoices in the report

## Staff Sales Report

**Description:** Sales for the staff members over a specified period in detailed, summary, or itemized format.



Report request screen fields:

**Location:** Enter the location or leave blank for all locations, this option will only appear in the multi-location version.

**Staff Name** Enter the staff name to report on one staff member, or leave blank for all staff.

**Type :** Choose Total, Summary or Detailed

**From Date** Enter the first to last dates  
**To Date** you want the report to cover.

## Group Sales Report

**Description:** Product group sales over a specified time span, in detailed, summary, or itemized format.



**POS Group Sales Report**

Location: [Empty]  
Type: Totals  
From Date: 10/01/2006  
To Date: 10/01/2006

Screen Printer (F3) File Close (Esc)

Report request screen fields:

**Location:** Enter the location or leave blank for all locations, this option will only appear in the multi-location version.

**Type :** Choose Total, Summary or Detailed

**From Date** Enter the first to last dates  
**To Date** you want the report to cover.

# Sales Menu

The Sales Menu is used to enter Invoices, Quotations, Lay-bys, customer details, sales payments receivable, obtain sales reports for analysis. This menu is useful for the retail and wholesale businesses that keep a list of debtors.

There is no limit to the number of clients and their sales history.

Sales Menu				
Sales Menu	Sales Reports			
 Invoicing	<u>1</u> List of Clients	<u>5</u> Client's Statements	<u>9</u> Bank Deposit	<u>d</u> Client Sales/Product
 Payments Received	<u>2</u> Invoices List Report	<u>6</u> Sales Analysis Report	<u>a</u> Sale Payments Report	<u>e</u> Product Sales/Client
 Add/Modify Clients	<u>3</u> Summary Sales Report	<u>7</u> Back Orders Report	<u>b</u> Sales by Client	<u>f</u> Staff Sales Report
 Close (Esc)	<u>4</u> Aged Clients Report	<u>8</u> Sales Tax Report	<u>c</u> Sales by Product	<u>g</u> Loyalty Points Report

## Invoicing

Select **Invoicing** to enter cash and debtors' invoices or quotes. Once an invoice is entered, it will update stock quantities, debtors' statements, account files and debtors history file.

The following function keys are active in this screen:

- **F7** List of invoices
- **F8** Search for serial numbers
- **F9** Search the stock list by item code (item number)
- **F10** Search stock file by item details
- **SHIFT+F12** Print Labels

**Invoice**

Type	Invoice	Code	SG	Deliver To		Balance \$	0.00
Number	10082	Name	SOUNDGOODS	Tel : 9535 6044		Limit \$	0.00
Date	10/01/2006	Address	45 Golf Road			Available \$	0.00
Ref. No.	D234-12		Riverton 65432				
Salesman		Terms	COD	Days			
				TAX Inclusive	<input checked="" type="checkbox"/>		

Part number	Details	Quantity	B/Order	Amount \$	TAX	Disc. %	Total \$
4448167	MAX HOUSE 39Z ACM REGULAR	5.000	0.000	19.45	T	0	97.25
*	Use the STAR * to enter a non stock items	1.000	0.000	20.00	T	0	20.00
	-	0.000	0.000	0.00		0	0.00
	Leave Part number field blank to enter	0.000	0.000	0.00		0	0.00
	as many note lines as you wish in the	0.000	0.000	0.00		0	0.00
	details field	0.000	0.000	0.00		0	0.00
		0.000	0.000	0.00		0	0.00

Bin	On Hand	0.000	Total Qty	6	Sub Total \$	117.25
					TAX \$	10.66
					Paid \$	0.00
					Total \$	117.25

Save (F2)	Print (F3)	Email	Delete (F4)	Payment (F5)	Delivery (F6)	Close (Esc)
F7 - Invoices List	F8 - Serial No.	F9 - Part No.	F10 - Details	Shift+F12 - Print Labels	Import	

**Type** For invoicing leave this at the default, **Invoice**. Other choices are Quote, Layby, or Credit Note

**Number** To enter a new invoice, press **Enter** on the invoice number field. A new invoice with the next number in sequence will be created.

To recall an existing invoice, type in the old invoice number. This invoice will be recalled. You can then modify it or delete it.

NOTE: The invoice number range is 1 to 99999999

**Date:** The default is today's date. Change this if you need to.

HINT: Right mouse click on any date field and select a date interactively from a calendar.

**Ref. no:** Enter the client's reference number such as order number.

For backorders, enter 'BO'+Existing invoice number (for example, BO123) this will issue a new invoice which recalls the back orders on that previous

invoice. In this case the invoice details will be displayed on the list part of the screen.

**Salesman:** Select the salesman's code from the dropdown list of users.

*Invoice To fields:*

**Code :** Enter the client's code and hit **Enter**. If the code you entered is not found, the system will display the *Clients List* and you can scroll up or down and choose the one you want.

If you cannot remember the client code, enter the client name or part of the name and hit **Enter**. Use the TAB to quickly move to the grid.

**Terms:** Enter the invoice terms, such as COD, 7, 14, 90 days, etc.

*Invoice line items columns:*

**Part No:** Enter the item part number. If you enter only a part of the code, the system will display the *Stock List* where you can choose an item by pressing **Enter** on the one you want. To enter a non-stock item, Enter an asterisk \* in the code field. To enter text, tab to the item details and type it in.

**Details:** If you entered a valid code, this field will be filled automatically. If you entered a \*, the system allows you to type in the item description yourself.

**Quantity:** Enter the quantity being sold.

**B/Order:** If the required quantity is more than you have in stock, the system allows you to enter a back order if you have the backorder option enabled. To enable this option, select **Maintenance**, then **System Setup**, then select the **Sales** tab, and check **Force Backorder**.

**Amount \$:** This field is filled automatically as part of the item details. However, you can overtype this. If you press 'T' the system will force the amount to change to the trade price, pressing 'W' will change the price to the wholesale price

**Tax:** If the stock card has the tax code included, this field will be filled automatically, otherwise select the appropriate code from the dropdown list.

**Disc. %:** Enter the item percent discount.

**Totals :** The system calculates and displays the total amount automatically.

Continue entering line items as required until the order is filled. When you have completed the invoice, select one of the following:

**Save (F2):** Save the invoice. Right click to view invoice on screen.

**Print (F3):** Save and print the invoice. *Hint:* You can send the invoice to a different printer or even fax it by right clicking the print button and choosing the destination. To Fax, you have to install Fax software such as windows fax.

**Email** This will email the invoice directly to the client. The client must have the email field filled with a valid email address. If you are using a dialup modem, you need to connect to your ISP first. For ADSL users, the system will send the email as an attachment.

**Delete (F4):** Delete the invoice.

**Payment(F5)** Pay the invoice.

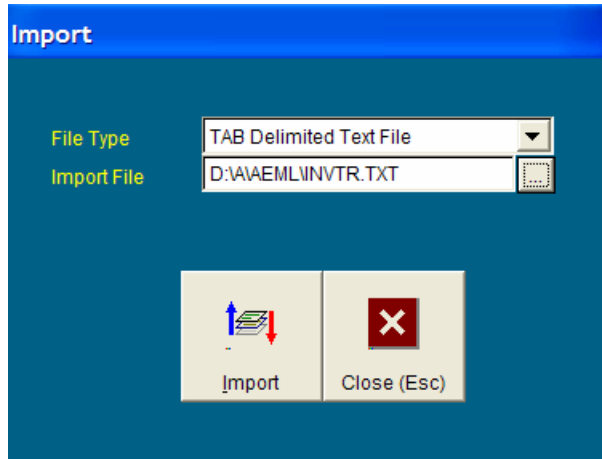
**Deliver(F6)** Print a delivery docket.

**F7** Display a list of invoices or quotes for the previous 12 months.

**Exit (Esc):** Close the Invoice screen without saving. The invoice is discarded.

**Shift+F12** Print labels for the items you just entered. To be able to print part numbers as barcodes, you must install the barcode font that comes with Retail-Man by either copying the file to C:\WINDOWS\FONTS, or by **Control Panel >Fonts >ADD New Font**.

**Import:** This option is used in two ways.



The first option is by clicking the import button in the invoice screen, this will display a file import dialogue that allows you to import from a different file formats including Excle, Tab Delimited, Comma separated CSV and database formats, the file must have the part number, details, qty and price fields.

If you have a remote barcode scanner and you wish to remotely scan items, ***right clicking*** on the import button will display a screen that allows you to scan items remotely, once done, you click on the import button and the data will be transferred to the invoice screen, you can then modify the quantities and prices.

[illegible]



## Payment (F5)

Allows you to enter the invoice payment or part payment.

**Retail Man - Acme Enterprises (Master User)**

**Invoice**

Inv/Quote: **Invoice** Code: DTBS Client Details Deliver To

Number: 100447 Name: Distinctive Tronby, Suppliers Tel: 245 282 1610

Date: 12/31/2002 Ad

Ref. No.

Salesman: Michael

**Payment**

Payment No.: 432

Date: 12/31/2002

Amount \$: 190.00

Payment Method: CASH

Details: CASH

Account: Cash Drawer

Balance \$: 0.00

Crdt Limit \$: 0.00

Available \$: -4065.50

%	Disc. %	Total \$
	0.00	100.00
	0.00	0.00
	0.00	79.00
	0.00	0.00
	0.00	11.00
	0.00	0.00
	0.00	0.00

Bin: On Hand: -4 Total Qty: 13 Subtotal \$: 190.00

TAX \$: 17.27

Paid \$: 0.00

Total \$: 190.00

Save (F2) Print (F3) Delete (F4) Payment (F5) Delivery (F6) Exit (Esc)

F7 - Outstanding Invoices Shift+F7 - Invoice List F9 - Search Part No. F10 - Search by Item Shift+F12 - Print Labels

Fields on the *Payment* screen are:

- Date:** Defaults to today's date. Alter this as required.  
HINT: Right mouse click on any date field and select a date interactively from a calendar.
- Amount** This is pre-filled with the invoice amount outstanding. You can alter this, as will be the case for part payments.
- Paid By:** Select a payment method from the dropdown list (Cash, Check, Credit Card etc.)
- Details:** The payment details default to the payment method. You can overtype this as required.
- Account:** Enter either the account number or account name. If you enter the start only of the name or number, the *Accounts List* will be displayed, positioned according to what you typed in. If you are completely unsure, enter ? and hit enter for the accounts list. Select the one you need. The default account is 'CASH ON HAND' which acts as a control account for cash in. This account must have a zero balance once the income is sent to the bank and a journal entry has been created to reflect that transaction.

## Payments Received

Select **Payments Received** to pay a batch of invoices. Invoices can be fully or partly paid.

**Client's Payments**

Payment No.  Payment Date

Client Name

Amount \$  Paid By

Payment Details

Account

From Invoice Date  To Invoice Date

No.	Invoice #	Date	Invoice Total \$	Already Paid \$	Payment Today \$
1	10056	13/10/2005	41.15	0.00	41.15
2	10059	17/10/2005	33.25	0.00	33.25
3	10065	11/11/2005	51.16	0.00	51.16
4	10081	07/01/2006	823.38	0.00	374.44
			948.94	0.00	500.00

Save (F2) Print (F3) Email Delete (F4) Close (Esc)

- Payment No.** To enter a new payment, press **Enter** on the *Payment No.* field, A new payment record with the next number in sequence will be created.  
To recall an existing payment, type in the old payment number. This payment will be recalled. You can then modify it or delete it.  
NOTE: The payment number range is 1 to 99999999
- Payment Date** The default is today's date. Change this at will.  
HINT: Right mouse click on any date field and select a date interactively from a calendar.
- Name** Enter the client's name.
- Amount** Enter the amount being paid.
- Paid By** Select the method of payment from the dropdown list.
- Details** Enter payment the details. The field is pre-filled with the payment method.
- Account** Enter receivable account by entering either the name or number, usually the Cash On Hand (1001) account. This field is filled from the Accounts List. Enter ? to obtain the list to select from.
- From Invoice Date** Enter the start date of the invoices you want to pay.
- To Invoice Date** Enter the end date of the invoices you want to pay.

These two fields will filter the invoices into this date range and display them on the *Outstanding Invoices* list.

Outstanding Invoices columns:

<b>No.</b>	This is just a line item number. Each line is numbered off starting with 1 at the top.
<b>Invoice #</b>	The invoice number as it was saved.
<b>Date</b>	The date of the invoice.
<b>Total \$</b>	The total currency value outstanding on this invoice.
<b>Already Paid \$</b>	This is what has been paid already.
<b>Payment Today\$</b>	Enter the amount being paid spread over the list of outstanding invoices. These can be part payments. The total of this column is displayed at the bottom right. This must agree exactly with the value in the <b>Amount</b> field on the left of the screen. If you try to save with the amounts not in agreement, you will receive a warning message.

Continue entering invoice payments on each line as required. When you have finished select either:

<b>Save (F2)</b>	Save the payment. Note that the total of this <b>Paid \$</b> column must agree exactly with the value in the <b>Amount</b> field. The <b>Save</b> button is disabled until you have achieved this.
<b>Print (F3)</b>	Saves and print the payment. Hint: <b>Right mouse-click</b> on <b>Print</b> to choose the destination, such as a different printer
<b>Email</b>	Saves the payment and emails the client with the payment receipt.
<b>Delete (F4)</b>	Delete the payment.
<b>Close (Esc)</b>	Discard any changes or additions to the payment and position the cursor to the top.









## Add / Modify Clients

Select **Add/Modify Clients** to add, modify or delete details on the list of your clients.

**Clients List**

Client Name Search

Code	Name	Telephone	Mobile	Due \$	
AAA1	AAA BARGAIN REMOVALS & STORAGE	93306333	0411236733	948.94	
AARDV	AARDVARK REMOVALS	9452 0200		56.99	
AMA	ABETZ MINISTRY ACCOUNT	9457 1722		0.00	
ACAL	ACCOUNTING ALLIANCE	388 3298		50.00	
AAC	ACE AUTO CLEAN	9317 1465		0.00	
AAB	ADD A BALOON	9456 0099		196.94	
AD	ADRIATIC DELI	9249 5337/9349 7		0.00	
AG	ADVENTURE GOLF			0.00	
AGP01	AGE.PRINTING	9354 8857		257.54	
AH	AIKENHEADS HARDWARE	9249 9389		0.00	
AHI	ALL HARVEY IMPORTS	08-8357 5980		0.00	
AOS	ALL OPTICAL SUPPLIES	9311 5200		0.00	

 **Modify**
 **New**
 **Print (F3)**
 **Labels**
 **Email**
 **Bulk Email**
 **Delete (F4)**
 **Close (Esc)**

By typing the name of the client, the system displays the name in the top field, and the list follows your entry. Pressing **<ENTER>** will take you to the Modify screen.

**New** Shows the New Client Screen and to enter new clients.

**Print(F3)** Prints envelope with the client name and address details.

**Labels** Prints labels with the client name and address details.

**Email** Opens the Send Email screen, enter the required fields before sending.

**Bulk Email** Opens the Send Email screen, All clients that have a valid email address on their client cards and are ticked will be emailed once the Send button is pressed.

**Delete(F4)** Allows you to delete the client. However, the client will not be deleted, but simply add '~' to the front of the code and name so as not to appear in the normal list. This will stop users from deleting clients who have trading history.

**Edit Client**

<b>Client Code</b>	<b>Title</b>	<b>Client Name</b>	<b>Business No.</b>
AGP01		AGE.PRINTING	

<b>Address</b>	1 WARWICK ROAD	<b>Tel.#</b>	9354 8857
<b>Address 2</b>		<b>Mobile</b>	
<b>City</b>	WILLETTON	<b>Fax</b>	9354 8745
<b>State</b>	WA	<b>Email</b>	admin@ageprinting.com
<b>Country</b>		<b>http://</b>	www.ageprinting.com
<b>Start Trading</b>	11/01/2003	<b>Stop Trading</b>	/ /
<b>Join Loyalty</b>	<input checked="" type="checkbox"/>	<b>Total Points</b>	215,340
<b>Contact Name</b>	ANGELA		
<b>Notes</b>	Sales must be confirmed by manager		


  


<b>Trading Terms</b>	COD	<b>Days</b>	
<b>Credit Limit \$</b>	5000		
<b>Pricing</b>	Retail		
<b>Price Incl. Tax</b>	<input checked="" type="checkbox"/>		

	<b>Current \$</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>	<b>Total \$</b>
<b>Sales \$</b>	257.54	0.00	0.00	0.00	257.54
<b>Due \$</b>	257.54	0.00	0.00	0.00	257.54


  
Save (F2)


  
Close (Esc)

when you have made the required changes, select **Save (F2)** to save the changes and return to the previous screen.

To add a new client, select **New (F2)** from the *Clients List* screen. The *New Client* screen will be displayed for you to enter the details. This screen is similar to the *Edit Client Details* screen.

<b>Code</b>	Enter a code of up to six alphanumeric characters
<b>Client Name</b>	The name of the company or business.
	<b>Code and Client Name fields must be filled.</b>
<b>Salutation</b>	Clients title (Mr., Mrs. Etc.)
<b>Other details</b>	The name, address, phone, etc details, as required.
<b>Terms</b>	The agreed payment terms such as 7,14, 30 days.
<b>Pricing</b>	Select Retail, Trade, Wholesale, etc as agreed with the client. If you choose Qty Discount then the price depends on the quantity sold.
<b>Credit Limit</b>	Enter the credit limit amount before the system issues a warning.
<b>Note</b>	Two lines of notes regarding the client.
<b>Start Trading</b>	Enter Start trading date of the client.
<b>Stop Trading</b>	Filling this date field will prevent the system from issuing new invoices as of that date.
<b>Join Loyalty</b>	Tick if you wish to include the client in the loyalty reward program.
<b>Telephone</b>	Enter telephone number
<b>Mobile</b>	Enter mobile number.
<b>Fax</b>	Enter Fax Number.
<b>Email</b>	Enter a valid email address. Clicking on email tab will email client.
<b>http://</b>	Enter www address, Clicking on http:// tab will open the web page.

- 
- No Bulk Email**      Tick to prevent client from receiving bulk email when broadcasting.
- Trading Terms**      enter the trading terms for the client such as the number of days before the payment is due or a text such as COD (cash on delivery).
- Credit Limit:**      Enter a credit limit to enable the system to warn you if the client exceed that limit.
- Pricing:**              Enter the pricing type for that client, with Retail, Trade, Wholesale or Qty discount. This field is tied with the stock cards and will display the price assigned for each stock item or service.
- Price Include Tax:**      Tick if the selling price includes the sales tax, untick to exclude.

# Bulk Email

This menu option allows you to send bulk email to clients, with or without file attachments.

**Bulk Email (Clients File)**

Email Details	Email Recipients	Email Log
No. of recipients	47 ...	
Carbon Copy		
Sender's Name	Sam Jones	
Sender's email	sales@ezisolution.com	
Ask for Receipt	<input checked="" type="checkbox"/>	
Subject	Latest price list	
Attachment	C:\Prices\Latest.xls ...	
Message Type	<input checked="" type="radio"/> Text <input type="radio"/> File	
Message File		
Message Text	Hello <Name> Please find our latest price list. If you have any queries, please do not hesitate to call me on 04583215 Our opening hours are from 9:00 am to 6:00 pm Monday to Saturday	

Email Close (Esc)

**No. of Recipients** This field displays the number of email recipients. If the file contains a large number of entries, it may take a short while to display this screen. To change the number of recipients, click on the Email Recipients Tab, the system will display the list with the names and email addresses and a tick box next to them, to un-tick them all, right mouse click on the column header, to tick them all, left click the column header; or individually tick or un-tick, once finished, click on the Email button to the send email.

**Carbon Copy** Enter an optional carbon copy email address.

**Sender's Name** Enter your name. If you have entered your name in the email setup screen under the Maintenance menu, your name will automatically appear in this field.

**Sender's Email** Enter your email address in this field.

**Ask for Receipt** Tick this box to allow the recipient to automatically send you an acknowledgment receipt before reading your email.

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<b>Subject</b>	Enter the email subject line. If the subject line was left blank, the system will warn you before sending the email.
<b>Attachment</b>	This must be a valid file name. You can have more than one attachment by separating the file names with a semicolon. Tick the box next to the field for the system to allow you to graphically choose the attachment files.
<b>Message Type</b>	You can choose to send your message as a text written in the following edit box, or as a file. If you choose a file, The system will disable the edit box and allow you to enter a file name in the following field. The file must be of type text, HTM, HTML or RTF; otherwise, an error message will be displayed if you try to send the email with a wrong file type.
<b>Message File</b>	This field will initially be disabled. Once you choose a file message type, it will be enabled. You can only have one entry and of the types mentioned above.
<b>Message Text</b>	If you have chosen a text message type, you can manually enter a text message of variable length.





### General notes on sending emails

For users with dial-up connection (using a standard modem), you need to manually connect the modem using the dial-up icon under Windows before you are able to send emails. Trying to send emails, when there is no connection, will result in error messages being displayed. If you are an ADSL user, the system will use the ADSL connection without any intervention on your part since it is always open.

Note also that you need to setup the email screen under the maintenance section before you are able to send any emails. (see **Email Setup** Tab under the **Maintenance Menu**)

**Bulk Email (Clients File)**

Email Details		Email Recipients	Email Log
<input type="checkbox"/>	Name	Email	
<input checked="" type="checkbox"/>	AAA BARGAIN REMOVALS & STORAGE	aaab@westnet.com.au	
<input checked="" type="checkbox"/>	Brontech Distributors	btontech@tpg.com.au	
<input checked="" type="checkbox"/>	Cash Sales	elainem@wfb.com.au	
<input checked="" type="checkbox"/>	CAVERSHAM STORE	cavstore@bigpond.net.au	
<input checked="" type="checkbox"/>	CHOICE LIGHTING	mebailey@southwest.com.au	
<input checked="" type="checkbox"/>	CIVIC VIDEO - ARMADALE	peterr@iinet.net.au	
<input checked="" type="checkbox"/>	COASTAL CANTEEN SERVICES	mcnaught@arach.net.au	
<input checked="" type="checkbox"/>	DANZALIN BOARDING KENNELS	danzalin@danzalin.com.au	
<input checked="" type="checkbox"/>	DAVON PRINT	davon@iinet.net.au	
<input checked="" type="checkbox"/>	DIAL A SNAPPA JOONDALUP	jjohntan@yahoo.com	
<input checked="" type="checkbox"/>	Distinctive Trophy & Badge Supplies	distinct@bigpond.com.au	
<input checked="" type="checkbox"/>	E - GLASS (WA)	eglasswa@iinet.net.au	
<input checked="" type="checkbox"/>	ESANDA FINANCE CORP. LTD.	jessica.watt@theleasingcentre.com.au	
<input checked="" type="checkbox"/>	FEET UP DVD & VIDEO	htl@bigpond.com	
<input checked="" type="checkbox"/>	GALLOP HOLDINGS	palaz@his-west.com.au	
<input checked="" type="checkbox"/>	H.I.S TRAVEL	palaz@his-west.com.au	
<input checked="" type="checkbox"/>	HAYWAY MARINE	WWW.HAYWAYMARINE.COM.AU	

To Tick / un-Tick all names, click / Right click on the column header, any name un-ticked will not be included in the bulk emailing. Also changing the names or email addresses on this screen does not affect the name or email address on file.

# Sales Reports

All Sales Reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted.

## List of Clients

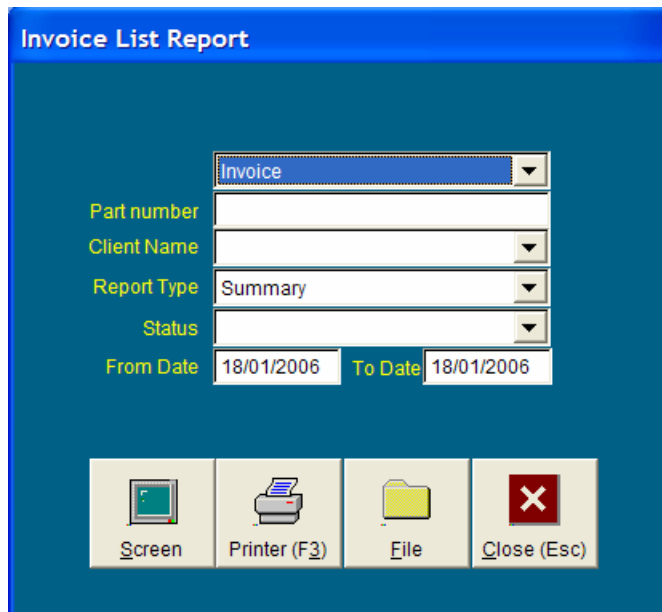
**Description:** List of selected clients and states, printed as either a landscape or portrait

Report request screen fields:

<b>Type :</b>	Choose Client type.
<b>Report Type :</b>	Choose report type of landscape, portrait or Label. If you choose Label, you will be prompted for label details.
<b>State</b>	Enter state code (WA, NY, etc), or leave blank for all states.

## Invoices List Report

**Description:** List of invoices for a given period, client, or part number.



Report request screen fields:

<b>Part Number</b>	Choose report type from dropdown list. Enter a part number to list invoices that include this item.
<b>Client Name</b>	Leave this field blank to include invoices for all parts. Enter a client name to list invoices that have been issued to that client. Leave this field blank to include invoices for all clients.
<b>Report Type</b>	Choose either detailed or Summary.
<b>Status</b>	Choose outstanding, paid or leave blank for all.
<b>From Date</b>	Enter start date you want the report to cover.
<b>To Date</b>	Enter end date you want the report to cover. HINT: Right mouse click on any date field and select a date interactively from a calendar.

## Summary Sales Report

**Description:** Summary of sales over a given number of months.

Report request screen fields:

<b>For the Period</b>	Select the start month and year
<b>To the Period</b>	Select the end month and year
For a report spanning only one month, enter the same in both fields.	

## Aged Clients Report

**Description:** List of clients with amounts owing, categorized into periods of *current*, *30*, *60* and *90+ days*.

Reports

## Aged Clients Report

For The Period

Month: 1 Year: 2004

State:

Include Addresses ☐

Show 0 Balance ☐

Screen Printer (F3) File Close (Esc)

Report request screen fields:

***For the Period***

Select the start month and year the report is to cover.

**State**

Enter a state code to restrict the report to that state. Leave this field blank to include all clients regardless of state

**Include Addresses**

Check this box if you want addresses in the report.

**Show 0 Balance**

Check this box if you want the report to include clients with a zero balance.

## Client's Statements

**Description:** Detailed client's statements showing all the outstanding invoices and the payments made during a particular period of time.

**Statements**

### Clients Statements

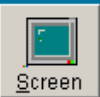



Name

From Date  To Date

☐ Include Paid Invoices  
☐ Detailed Statement

Notes to Appear on Statement

	Name	Phone	Current Balance \$
<input checked="" type="checkbox"/>	ABETZ MINISTRY ACCOUNT	9457 1722	-120.00
<input checked="" type="checkbox"/>	ACCOUNTING ALLIANCE	388 3298	20.80
<input checked="" type="checkbox"/>	ACE AUTO CLEAN	9317 1465	318.00
<input type="checkbox"/>	Acme Enterprises		0.00
<input checked="" type="checkbox"/>	ADD A BALOON	9456 0099	505.05
<input type="checkbox"/>	ADRIATIC DELI	9249 5337/9349	0.00
<input type="checkbox"/>	AIKENHEADS HARDWARE	9249 9389	0.00
<input type="checkbox"/>	ALL HARVEY IMPORTS	08-8357 5980	0.00
<input checked="" type="checkbox"/>	ALL LENS LAB.	9458 8100	1378.00
<input type="checkbox"/>	ALL OPTICAL SUPPLIES	(08) 9455 8122	0.00

 Screen
  Printer
  File
  Close

Report request screen fields:

- Name** Enter the client name if you want to report on only one client, or leave blank to report on all clients with outstanding invoices.
- From Date** Report start date.
- To Date** Report end date.
- Include Paid Invoices** Check to include payments made during the report period, uncheck to list outstanding invoices only.
- Detailed Statement** Check to produce a detailed statement showing the payments.
- Leftmost Column** Check or uncheck to include or exclude each client. To uncheck all clients, right mouse click on the header of the left column. To check all clients with outstanding invoices, click on the header again.
- Notes to Appear on Statement** You may wish to send the report to a defaulting client. Add any remarks to be included in this field.

## Sales Analysis Report

**Description:** Sales analysis for a particular period of time, broken down by sales departments.

Report request screen fields:

<b>From Date</b>	Report start date.
<b>To Date</b>	Report end date.

## Back Orders Report

**Description:** List of back orders sorted by item and client.

Report request screen fields:

<b>Part Number</b>	Enter a part number. If you enter an incomplete part number, the <i>Stock List</i> will be displayed for you to select from. Leave this field blank for all part numbers.
<b>Client Name</b>	Enter a client name. If you enter an incomplete name, the <i>Clients List</i> will be displayed for you to select from. Leave this field blank for all clients.
<b>Sort Order</b>	Select either Part Number or Client Name depending on which order you want.

## Sales Tax Report

**Description:** Tax collected in a given period of time, on either a cash or accrual basis, detailed or summary.

**Tax Name:** “Tax” can be GST, VAT, or TAX, depending on the country you are in. Select the specific tax name according to your location as follows: Go to the **Maintenance** menu, select **System Setup**, and then go to the **General** tab. Set the **Tax Name** field appropriately. The word “Tax” will become whatever you have chosen.

Report request screen fields:

<b>From Date</b>	Report start date.
<b>To Date</b>	Report end date.
<b>Detailed/Summary</b>	Select according
<b>Cash/Accrual</b>	to requirements.

## Bank Deposit

**Description:** Banking slip for a particular time span.

Report request screen fields:

<b>From Date</b>	Start date.
<b>To Date</b>	End date.
<b>Bank Name</b>	Enter the bank you are making the deposit to.
<b>Account Name</b>	Enter the account details you are making the deposit to.
<b>BranchNumber</b>	Branch code or Sort code
<b>Account Number</b>	Enter your account number.

Information entered in these fields will be redisplayed in the future.

## Sales Payments Report

**Description:** List of payments and the way they were allocated on invoices. Primarily used to verify payments entered.

Report request screen fields:

<b>Client</b>	Select one client from the dropdown list, or leave this field blank for all clients.
<b>From Date</b>	Start date.
<b>To Date</b>	End date.

## Sales By Client

**Description:** Sales details broken down by client, for one or more clients, over a time span.

Report request screen fields:

<b>From Client Code</b>	Lowest client number to be included in the report.
<b>To Client Code</b>	Highest client number to be included in the report. For a single client, enter the same number in both fields.
<b>From Date</b>	Start date.
<b>To Date</b>	End date.
<b>Sales Rep</b>	Select one user from the dropdown list, or leave blank for all sales reps.
<b>State</b>	Enter a state code, or leave blank for all states.
<b>Show 0 Sales</b>	Check this option if you want to include zero sales in the report.

## Sales By Product

**Description:** Sales details broken down by stock group and/or product, for one or more stock groups and/or products, over a time span.

Report request screen fields:

<b>Stock Group</b>	Select a stock group from the dropdown list, or leave blank for all stock groups.
<b>From Part No</b>	Enter the range of part numbers to be reported. For a single part number, put this in the From field, or leave both fields blank for all part numbers.
<b>To Part No</b>	
<b>From Date</b>	Start date.
<b>To Date</b>	End date.
<b>Value \$ / Quantity</b>	Select according to the order required for the report.
<b>Show 0 Sales</b>	Check if you want zero sales included in the report.

## Client Sales/Product

**Description:** Products bought by a specified client over a time span.

Report request screen fields:

<b>Client Name</b>	Enter the clients name, or select from the Clients List.
<b>From Date</b>	Start date.
<b>To Date</b>	End date.
<b>Value \$ / Quantity</b>	Report on either currency value or quantity.

## Product Sales/Client

**Description:** what range of products have been sold to all clients over a time span!!

Report request screen fields:

<b>From Part No</b>	Enter the range of part numbers to be reported. For a single part number put this in both fields.
<b>To Part No</b>	
<b>Stock Group</b>	Select a stock group from the dropdown list, or leave blank for all stock groups.
<b>From Date</b>	Start date.
<b>To Date</b>	End date.
<b>Sales Rep</b>	Select a user from the dropdown list, or leave blank for all sales reps.



## Sales by Sales Rep

**Description:** Sales report, broken down by sales representative over a specified time span.

Report request screen fields:

***From Date***

Start date.

***To Date***

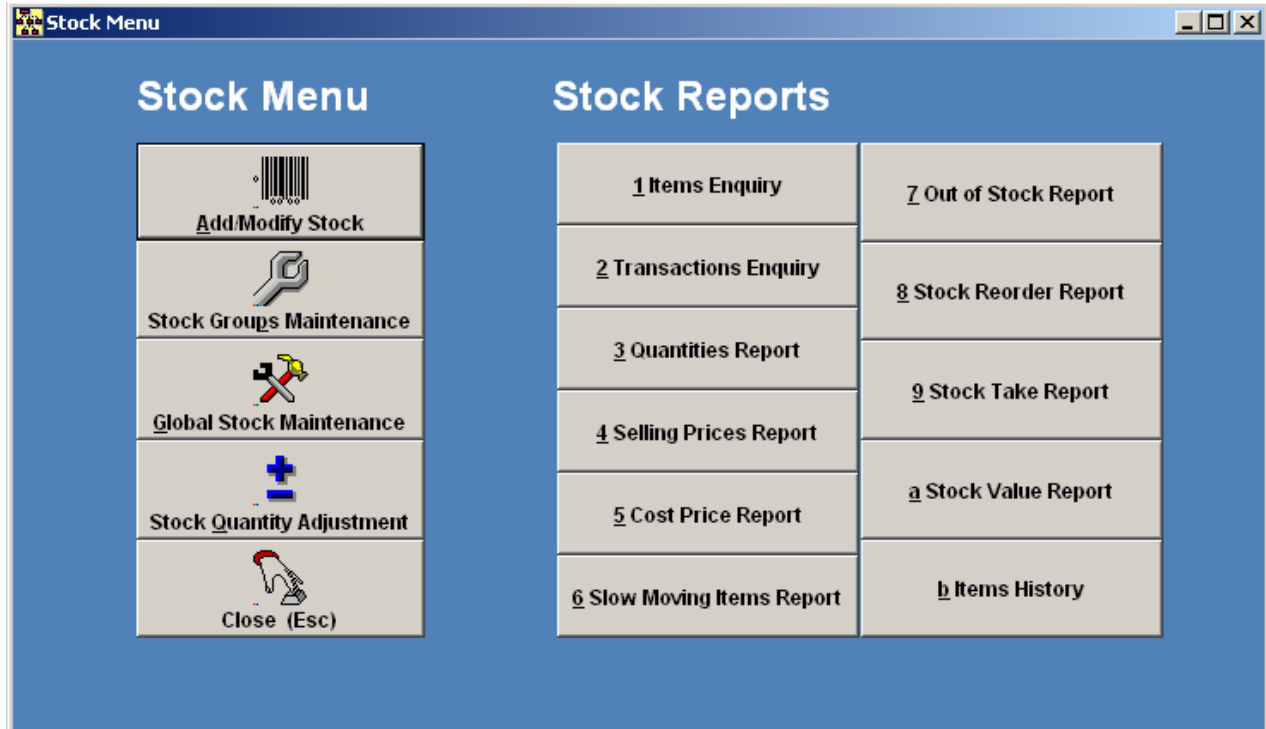
End date.

***Show 0 Sales***

Check if you want zero sales included in the report.

# Stock Menu

Use the stock menu to add, modify and delete stock cards and service items, and to produce stock related reports.



## Function Keys

The two most important function keys that are active in the stock menu are:

- F9**     enquire on items by stock code or part number
- F10**    enquire by stock description or part name

## Stock Cards

Select **Stock Cards** to add, modify or delete a stock or service item. All items in stock must have a stock card.

**Stock Card Maintenance (Edit Mode)**

☐ Inactive

Part Number: 2PLY

Item Details: 2 Ply Roll 76x76x15

Other Details: POS priner paper roll

Default Supplier: HEWLETT PACKARD

Notes:

☐ Print Other Details On Invoice

☐ Stock Item  
☐ Service Item  
☐ Package

☐ Track Serial Numbers

Details	History	Equivalent Part Numbers	Content	Picture	
Unit Price \$	Retail 3.99	Trade 3.50	Wholesale 3.20	Bundle 15.00	On Special 0.00
Qty	1.0	10.0	20.0	5.0	Special Start
Stock Group	Office Productivity				Special End
Tax Group	TAX				Special End
Sales A/C					Special End
Purchase A/C					Special End
Minimum Level	10	Reorder Qty	100	Units	Each
Bin Location					Units
User Prompt	On Special 5 for \$15				Units

Qty on Hand: 125.0  
 Qty on Order: 0.0  
 Qty on Layby: 0.0  
 Qty on Back Order: 0.0  
 Average Cost \$: 2.50  
 Last Cost \$: 2.50  
 Last Sold Date: //  
 Last Purchase Date: 01/04/2004  
 Last Order Date: //

Save (F2) Next Previous Print (F3) Delete (F4) Close (Esc)

**Part Number** Enter the item part number or barcode. This field must be entered. The item number can have up to 15 alphanumeric characters in length. Note that '\*' and '.' cannot be used as the first characters of the part number.

**Part Name** Enter the item name. This field must be filled.

**Other Details** This is an optional field to enter extra details for an item.

**Print Other Details On Invoice**

Check if you want other details to be printed on the invoice.

**Default Supplier** Enter the default supplier. The supplier name must exist. For further information on entering suppliers, refer to **Purchase Menu, Add/Modify Suppliers** later in this User Guide.

**Notes** Enter any other notes.

**Track Serial No.** Check if you want to track the item's serial number.

**Stock Item / Service Item / Package**

Select one to identify the item.

Selecting **Service Items** does not decrease stock levels.

Select **Package** where one item contains other items; this will activate the **Package Contents** tab for you to enter the item details.

**Inactive** If the item is not to be used and not to be included in reports, check this box.

**Details Tab:**

<b>Retail Price \$</b>	Enter the retail price of the item.
<b>Retail Qty</b>	Enter the quantity that applies to the retail price. This field is used when the client is on quantity discount.
<b>Trade Price \$</b>	Enter the trade price of the item.
<b>Trade Qty</b>	Enter the quantity that applies to the trade price.
<b>Wholesale Price \$</b>	Enter the wholesale price.
<b>Wholesale Qty</b>	Enter the quantity that applies to the wholesale price.
<b>Bundle Price \$</b>	Enter the Bundle price (ex. \$15 for 4).
<b>Bundle Qty</b>	Enter the quantity that applies to a Bundle.

The information on the right of the screen is updated through the stock transactions (Sales and Purchases) and cannot be changed manually.

To start entering quantities in stock, you must use purchasing with the supplier as 'Brought Forward Stock'

<b>Stock Group</b>	Use this field to enter items under different groups (such as Drinks, Food, etc.). The purpose of the stock group is to allow you to track how each group has performed.
<b>Tax Code</b>	Choose Tax from a drop down list.
<b>Sales Account</b>	Choose an optional sales account, if no account was chosen, the system will post the sale to the default sales account
<b>Purchase A/C</b>	Choose an optional purchase account. This is useful in posting expenses such as telephone charges, electricity etc. to its' proper expense account. If left blank, the system will post the purchase to the default purchase account.
<b>Bin Location</b>	Optionally, use this field to locate the stock in a large store.
<b>Reorder Level</b>	Enter a minimum stock quantity value which if the stock level falls below this quantity, the system can report it.
<b>Reorder Qty</b>	Enter the quantity to order when the level falls below the minimum stock level.
<b>User Prompt</b>	Enter an optional message to pop-up on sales.
<b>On Special</b>	Enter an optional special discount price.
<b>From</b>	Enter the dates over which the special
<b>To</b>	discount price is to be available to customers.
<b>Last Cost</b>	Enter the last item cost for a new item.

**History Tab:**

This displays the past 12 months performance of each item.

**Stock Card Maintenance (Edit Mode)**

☐ Inactive

Part Number: 2PLY

Item Details: 2 Ply Roll 76x76x15

Other Details: POS priner paper roll

Default Supplier: HEWLETT PACKARD

Notes:

☐ Print Other Details On Invoice

☒ Stock Item  
☐ Service Item  
☐ Package

☐ Track Serial Numbers

2006					2005				
Period	Buy Qty	Buy Amount	Sold Qty	Sold Amount	Buy Qty	Buy Amount	Sold Qty	Sold Amount	
January	140	350.000	78	249.600	1000	2300.000	153	461.907	
February	0	0.000	0	0.000	0	0.000	356	1069.068	
March	150	375.000	0	0.000	0	0.000	140	420.000	
April	0	0.000	99	300.960	0	0.000	362	1087.810	
May	0	0.000	0	0.000	0	0.000	0	0.000	
June	0	0.000	120	384.000	0	0.000	0	0.000	
July	0	0.000	0	0.000	0	0.000	0	0.000	
August	0	0.000	0	0.000	0	0.000	0	0.000	
September	0	0.000	0	0.000	0	0.000	0	0.000	
October	0	0.000	0	0.000	0	0.000	0	0.000	
November	0	0.000	0	0.000	0	0.000	0	0.000	
December	0	0.000	0	0.000	0	0.000	0	0.000	
<b>TOTAL</b>	<b>290</b>	<b>725.000</b>	<b>297</b>	<b>934.560</b>	<b>1000</b>	<b>2300.000</b>	<b>1011</b>	<b>3038.785</b>	

Next Year  
Last Year  
Next Month  
Last Month

Save (F2)   Next   Previous   Print (F3)   Delete (F4)   Close (Esc)

**Equivalent Part Numbers Tab:**

This allows you to enter several suppliers' part numbers for equivalent parts you buy from different suppliers.

**Stock Card Maintenance (Edit Mode)**

☐ Inactive

Part Number: 2PLY

Item Details: 2 Ply Roll 76x76x15

Other Details: POS printer paper roll

Default Supplier: HEWLETT PACKARD

Notes:

☐ Print Other Details On Invoice

☒ Stock Item  
☐ Service Item  
☐ Package

☐ Track Serial Numbers

Details		History		Equivalent Part Numbers		Content		Picture	
No.	Part Numbers	Supplier Name	Last Buy	Cost \$					
1	9412658412	ZIPFORM COMPUTER STATIONERY - DATA ROLL	12/05/2005	2.31					
2			/ /						

Save (F2)   Next   Previous   Print (F3)   Delete (F4)   Close (Esc)

Each line item on the list represents an alternative supplier for the part specified in the fields at the top of the screen.

**No.** This is just a line item number. Each line is numbered off starting with 1 at the top.

**Part Numbers** The alternative supplier's own part number.

**Supplier Name** The name of the alternative supplier.

**Last buy** The date you last purchased this part from this alternative supplier.

**Cost** The current price charged by this alternative supplier.

**Package Contents Tab:**

The Package Contents tab is enabled only when Package is checked.

Each line item on the list represents one of a number of possibly different items contained in the package. For example, a 486 computer can be supplied as a package comprising several items such as processor box, monitor, keyboard, mouse, and so on. These items will be shown as line items on this tab.

Ezi Accounting - EziSolution Software ( Master User )

Stock Card Maintenance (Edit Mode)

☐ Inactive

Part No. 111

Part Name Power Guard Special

Other Details


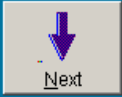



Default Supplier

Notes

☐ Print Other Details On Invoice

☐ Stock Item  
☐ Service Item  
☒ Package

Part Number	Description	Quantity	Cost \$	Sell \$
ACC-MIC-PC	PC MICROPHONE	1	6.100	15.00
ACC-POW-PG	POWER GUARD	1	53.500	79.00
	One Year Warranty	0		0.00
			59.600	94.00

 Save (F2)
  Next
  Previous
  Delete (F4)
  Close (Esc)

**Part Number**

The part number of the item in the package.

**Description**

The item's description.

**Quantity**

The number of these items supplied in a single package.

**Cost \$**

The cost to you.

**Sell \$**

The cost to your customer.

**Picture Tab:**

The Picture tab is used to add a picture file to the stock item, picture files can be BMP, JPG or GIF.

The user can then view the item's picture when enquiring on stock items.

**Stock Card Maintenance (Add New)**

☐ Inactive

Part Number: 987553422123

Item Details: Swiss Army Knife

Other Details: ☐ Print Other Details On Invoice


Default Supplier: Intellitron Pty Ltd

Notes: ☐ Track Serial Numbers

Stock Item  
Service Item  
Package

Details History Equivalent Part Numbers Content **Picture**

C:\RMANKNIFE.BMP

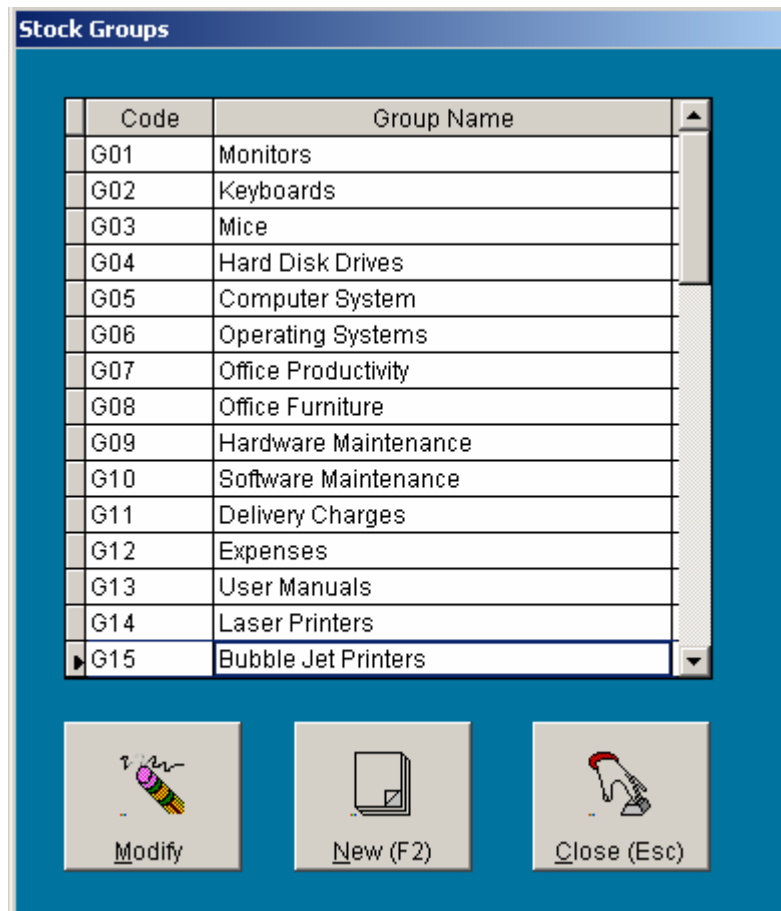


Save (F2) Next Previous Print (F3) Delete (F4) Close (Esc)



## Stock Groups Maintenance

Select **Stock Groups Maintenance** to add, modify or delete from the group file. This file is used in conjunction with the stock file to group items into categories to make reporting easier.



Select **New** to add a new group.

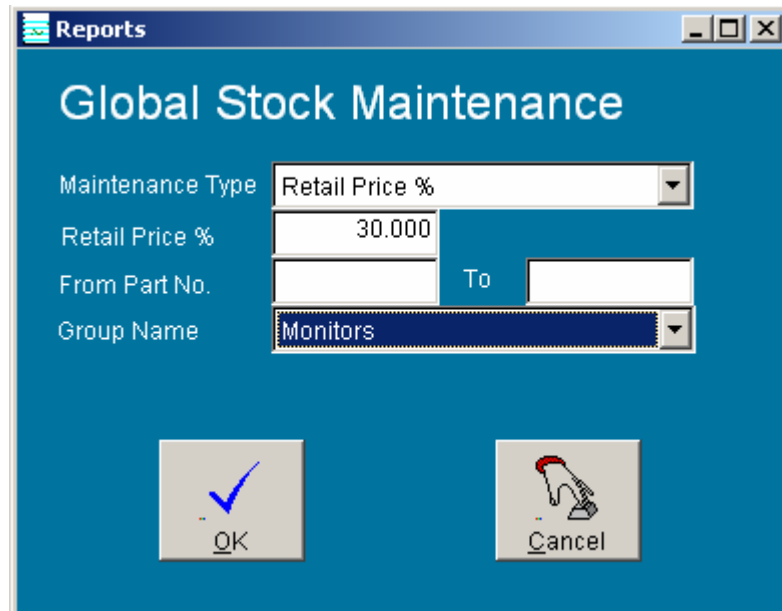
Select **Edit** to change the details of an existing group.

**Code** The alphanumeric group code.

**Group Name** The Group Name.

## Global Stock Maintenance

Select **Global Stock Maintenance** to change reorder levels, reorder quantities, prices, tax codes, raise prices by a percentage, and so on over a range of part numbers, or one group code in a single operation.

**Maintenance Type**

Select one of the following from the dropdown list according to the type of maintenance you want to do:

**Re-Order Level**

**Re-Order Quantities**

**Retail Price %**

**Trade Price %**

**Wholesale Price %**

**Tax Code**

**Discount%**

**From Part No.**

The first part number you want this to apply to.

**To Part No.**

Enter a combination of part numbers and group code

**Group Name**

to restrict the range to those parts you want to maintain.

## Stock Quantity Adjustment

Select **Stock Quantity Adjustment** to adjust the stock quantities due to one of the following conditions:

- 1- To enter the stock quantities when you first implement the system.

**Stock Quantity Adjustment**

Number

Date

Details

Post To A/C

Part Number	Details	Quantity	Cost \$	Total \$
5482076	SF SOFT WHT BULB 100 WATT	250.000	0.0180	4.500
2720225	ORA LABS 4 BOX CTR DISPLAY	300.000	0.3070	92.100
9632241	PARROT ICE RICO RITA LIME	851.000	0.9810	834.831
		0.000	0.0000	0.000

- 2 – Converting from one item to another (such as unpacking a box of pens to sell individually. Note that for taking stock out, you must enter the Quantity in negative. The total of this transaction must be zero.

**Stock Quantity Adjustment**

Number

Date

Details

Post To A/C

Part Number	Details	Quantity	Cost \$	Total \$
1150039B	MEMOREX VHS T-130 TAPE / BOX	-5.000	6.0000	-30.000
1150039	MEMOREX VHS T-130 TAPE	60.000	0.5000	30.000
		0.000	0.0000	0.000

Bin  Qty On Hand  Total \$

## 3 – Damaged / Stolen Stock.

**Stock Quantity Adjustment**

Number

Date

Details

Post To A/C

Part Number	Details	Quantity	Cost \$	Total \$
1230018	FOOD COLOR ASST KITS	-12.000	0.3210	-3.852
3	Acme Special	-4.000	5.0000	-20.000
		0.000	0.0000	0.000

Again, the quantity when taking stock out is always negative.

**Number** The system will automatically allocate a new number for each new transaction. If you wish to recall an old transaction, enter the old transaction number followed by Enter.

**Date** Enter the transaction date.

**Details** Enter the transaction details

**Post to A/C** Enter a Posting account from the chart of accounts.

Grid list:

**Part No.** Enter the item part number, the details are displayed to show you which parts you are working with.

**Item Details**

**Quantity** Enter the quantity to adjust the stock level, a positive quantity to add stock qty, a negative quantity to remove from stock.

**Cost** The system will display the item individual cost.

**Total\$** The system will display the total.

**Save (F2)** to save the updated stock quantities.

**Print (F3)** To print transaction.

**Delete** To delete/discard transaction.

**Close (Esc)** to close the screen without saving.

# Stock Reports

All Stock Reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted.

## Item Enquiry

**Description:** Report on the sale or purchase of an item over a specified time span.

Report request screen fields:

<b>Item Details</b>	Enter the item details you wish to the report for Use <b>F9 Search Part No</b> to enquire on item code, and <b>F10 Search Part Name</b> to enquire on item details.
<b>Stock Group</b>	Choose Group, or leave blank for all groups.
<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.
<b>Sales / Purchase</b>	Sales will report the sales transactions Purchase will report the purchase transactions
<b>Detail / Summary</b>	Select according to the level of detail you want.

## Transactions Enquiry

**Description:** Report showing the transactions of all items over a specified time span.

Report request screen fields:

<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.
<b>Sales / Purchase</b>	Sales will report the sales transactions Purchase will report the purchase transactions

## Quantities Report

**Description:** Report of stock items and their current quantities in stock, for a specified range of part numbers.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: - Group & Part Number - Group & Details
<b>Include 0 Qty</b>	Check this option if you want to include stock with a zero quantity in the report.

## Selling Prices Report

**Description:** Report of the selling prices of the stock items.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: - Group & Part Number - Group & Details
<b>Include 0 Qty</b>	Check this option if you want to include stock with a zero quantity in the report.

## Cost Price Report

**Description:** Report of the last and average cost of stock items, sorted by item code.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group Code</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: - Group & Part Number - Group & Details

## Slow Moving Items Report

**Description:** Report on all items that have not been sold after a specified date.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group Code</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: - Group & Part Number - Group & Details
<b>Last Sold Date</b>	Enter the date in which the items have not been sold after.

## Out Of Stock Report

**Description:** Report of all items where the stock quantities have fallen to zero or below.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group Code</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: - Group & Part Number - Group & Details

## Stock Reorder Report

**Description:** This report is used to list all of the items which it's quantities has fallen below the minimum order level.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group Code</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: <ul style="list-style-type: none"><li>- Group &amp; Part Number</li><li>- Group &amp; Details</li></ul>

## Stock Take Report

**Description:** Also called the **Stock Cost Report**. Lists the current stock quantities and prices.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group Code</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: <ul style="list-style-type: none"><li>○ Part Number</li><li>○ Item Details</li><li>○ Group &amp; Part Number</li><li>○ Group &amp; Details</li></ul>

## Stock Value Report

**Description:** Displays the actual current stock take. You can display the stock take for either a specified group or all groups.

Report request screen fields:

<b>From Part No.</b>	Enter first part number.
<b>To Part No.</b>	Enter last part number.
<b>Group Code</b>	Enter a group code to report on. Leave this field blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: <ul style="list-style-type: none"><li>- Group &amp; Part Number</li><li>- Group &amp; Details</li></ul>



## Items History

**Description:** History of sales and purchases of a specified range of items over a specified time span.

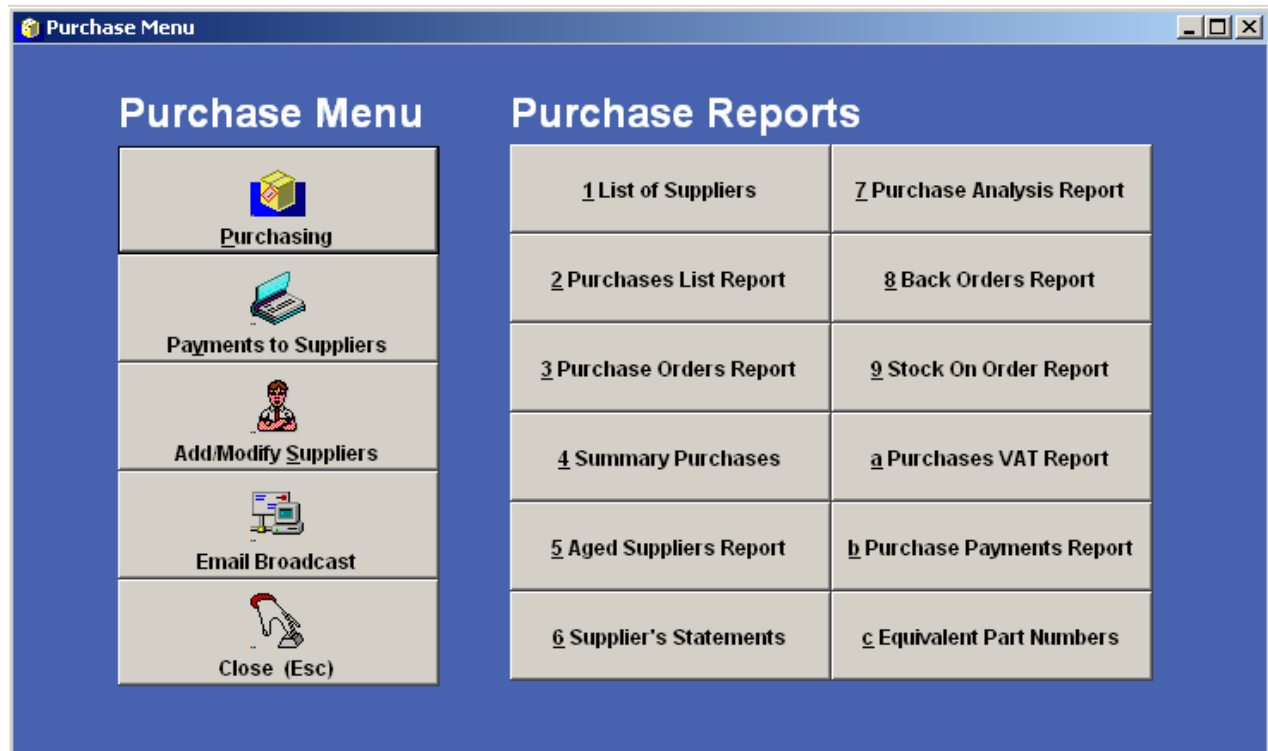
Report request screen fields:

<b><i>From Part No.</i></b>	Enter first part number.
<b><i>To Part No.</i></b>	Enter last part number.
<b><i>Group Code</i></b>	Enter a group code to report on.
	Leave this field blank for all groups.
<b><i>From Date</i></b>	Start date for the report.
<b><i>To Date</i></b>	End date for the report.

# Purchase Menu

Use the purchase menu to enter suppliers' details, purchases payments and purchases reports and analysis. This menu is used particularly by retail or wholesale businesses that keep a list of creditors.

There is no limit to the number to suppliers or their history.









## Purchasing

Select **Purchasing** to enter cash and creditor invoices or purchase orders. Once you have entered an invoice it will automatically update stock quantities, supplier statements, account files and supplier history file.

The following function keys are active in this screen:

- **F9** Search the stock list by item code (item number)
- **F10** Search stock file by item details

Purchasing									
Pur./Order	<b>Purchase</b>	Code	AMC	<b>Supplier Details</b>		<b>Delivery Details</b>		Balance \$	
Number	1000455	Name	Alphamode Computers P/L		Tel : (08) 9451 1945		1488.20		
Date	05/06/2002	Address	18 Bursaria Cresent				Crdt Limit \$		
Ref. No.							5000		
Salesman							Available \$		
Post To	9165	Terms		Days		VAT Inclusive <input type="checkbox"/>	Rate	1.00000	3511.80
Part Number	Details		Quantity	B/Order	Amount \$	VAT	Disc. %	Total \$	
ACC-MIC-PC	PC MICROPHONE		20	0	6.100	G	0.000	122.00	
POWER/S-250	POWER SUPPLY 250W ATX		10	0	29.000	G	0.000	290.00	
MOUSE-PS2	PS/2 MOUSE		50	0	17.000	G	0.000	850.00	
*	A Non Stock Item		1	0	100.000	E	0.000	100.00	
	3 Years Warranty With Above Parts		0	0	0.000		0.000	0.00	
			0	0	0.000		0.000	0.00	
Bin	On Hand	0	Total Qty	81	Subtot \$		1362.00		
						Retail \$	%	VAT \$	126.20
Save (F2)	Print (F3)	Email	Delete (F4)	Payment (F5)	Close (Esc)	Trade \$	%	Paid \$	0.00
						W/Sale \$	%	Total \$	1488.20
F7 - Outstanding Invoices		Shift+F7 - Invoice List		F9 - Search Part No.		F10 - Search by Item		Shift+F12 - Print Labels	

### Pur./Order

Select *Purchase* or *Order* from the dropdown list.

Hint: To change to a Purchase Order, hit the letter **O** key on this field.

### Number

To enter a new number, press **Enter** on the number field. A new entry with the next number in sequence will be created.

To recall an existing number, type in the old number. This entry will be recalled. You can then modify it or delete it.

NOTE: The number range is 1 to 99999999

### Date

The default is today's date. Change this at will.

### Ref. no

Enter the supplier's reference number.

### Salesman

Enter the Salesman's code.

*Supplier Details:*

<b>Code</b>	Enter Supplier Code. If not found, the system displays the <i>Suppliers List</i> and you can scroll up or down and choose a supplier. Hint: If you cannot remember the supplier code, go down to the supplier name field and enter the supplier name or part of the name.
<b>Name</b>	Filled automatically from the Suppliers List. You
<b>Address</b>	may overwrite/alter the details if you wish.
<b>Terms</b>	Enter Invoice trading terms (7days, 14 days etc.).
<b>Delivery Details</b>	Enter any additional details needed on the invoice/delivery docket.
<b>Tax Inclusive</b>	Controls whether or not tax is included in the price
<b>Rate</b>	The value in the amount field is multiplied by a factor that you enter in the <i>Rate</i> field, so allowing you to do currency conversions.
<b>Balance \$</b>	These field details are
<b>Crdt Limit \$</b>	calculated automatically
<b>Available \$</b>	from the suppliers list.

## Invoice or Order line item details:

<b>Part Number</b>	Enter the item part number. If only a part of the code is entered, you will be shown the <i>Stock List</i> . Choose one by pressing <b>Enter</b> on the desired item. To enter a non stock item, Enter a '*' in the code field and you will then be able to enter text in the item <b>Details</b> field.
<b>Details</b>	If you entered a valid code in the <b>Part Number</b> field, the item details will be filled automatically. If you entered a '*' in the <b>Part Number</b> field, you can type in the item description.
<b>Quantity</b>	Enter number of items or weight, etc.
<b>B/Order</b>	If the required quantity cannot be supplied due to lack of stock, the system allows you to enter a back order. Note that the back order option must be enabled. For further information refer to <b>Maintenance, System Setup, Sales</b> .
<b>Amount \$</b>	This is calculated automatically, but you can override the price supplied by the system.
<b>Tax</b>	Enter a tax code, for example, 'G' for GST. Refer to <b>Maintenance, Tax File Maintenance</b> for further details.
<b>Disc %</b>	Enter the item discount.
<b>Total \$</b>	Calculated automatically.

Other fields: With the cursor positioned on the part number field of a particular line item, these fields below display details about this part.

<b>Bin</b>	The part location in store.
<b>On Hand</b>	The quantity.
<b>Total Qty</b>	The total number bought.
<b>Retail \$</b>	The Retail, Trade,
<b>Trade \$</b>	and Wholesale currency values
<b>W/Sale \$</b>	can be overtyped if you wish.
<b>Subtot \$</b>	The subtotal, Tax, Paid
<b>Tax \$</b>	and Total currency values
<b>Paid \$</b>	will be recalculated
<b>Total \$</b>	automatically.

Continue entering line items until the invoice or order is complete, then select either:

**Save (F2)** Save the invoice.

**Print (F3)** Saves and print the Purchase/Order.

Hint: **Right mouse-click** on **Print** to choose the destination - either a different printer or fax the invoice.

**Email** Saves the document and emails it to the supplier.

**Delete (F4)** Delete the invoice.

**Exit (Esc)** Discard any changes or additions to the invoice and position the cursor to the top.

**Shift+F11** Print labels.

**Payment (F5)** Pay or part pay. Selecting **Payment** allows you to enter the invoice payment or part payment. The payment screen will be displayed:

Payment

Payment No. 357

Date 12/31/2002

Amount \$ 1488.20

Payment Method C/ CARD

Details C/ CARD

Account Bank Account

Save Cancel

**Payment No.**

Filled automatically.

**Date**

The default is today's date. Change this at will.

**Amount**

Enter amount paid.

**Payment Method**

Select Cash, Check, Credit Card, etc, from the dropdown list.

**Details**

Enter the payment details.

**Account**

Enter the payable account. Type in either the account name or the code. This will be verified against the *Accounts List*.



Outstanding Invoices fields:

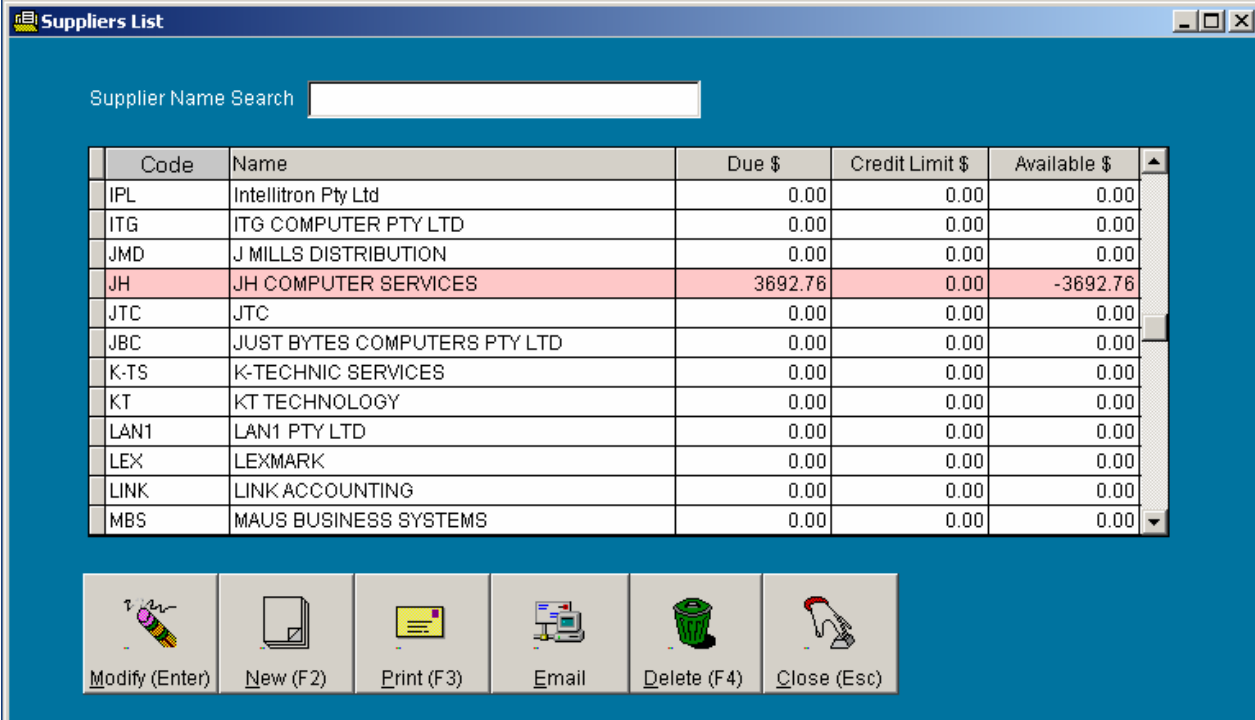
<b>No.</b>	This is just a line item number. Each line is numbered off starting with 1 at the top.
<b>Invoice #</b>	The invoice number as it was saved.
<b>Date</b>	The date of the invoice.
<b>Total \$</b>	The total currency value outstanding on this invoice.
<b>Paid \$</b>	This is what has been paid already.
<b>Due \$</b>	Enter the amount being paid spread over the list of outstanding invoices. These can be part payments. The total of this column is displayed at the bottom right. This must agree exactly with the value in the <b>Amount</b> field on the left of the screen. If you try to save with the amounts not in agreement, you will receive a warning message.

Continue entering invoice payments on each line as required. When you have finished select either:

<b>Save (F2)</b>	Save the payment. Note that the total of this <b>Paid \$</b> column must agree exactly with the value in the <b>Amount</b> field. The <b>Save</b> button is disabled until you have achieved this.
<b>Print (F3)</b>	Saves and print the payment. Hint: <b>Right mouse-click</b> on <b>Print</b> to choose the destination, such as a different printer
<b>Email</b>	Saves the payment and emails a Remittance Advice to the supplier.
<b>Delete (F4)</b>	Delete the payment.
<b>Close (Esc)</b>	Discard any changes or additions to the payment and position the cursor to the top.

## Add / Modify Suppliers







Select **Add/Modify Suppliers** to add, modify or delete supplier details



Suppliers List

Supplier Name Search

Code	Name	Due \$	Credit Limit \$	Available \$
IPL	Intellitron Pty Ltd	0.00	0.00	0.00
ITG	ITG COMPUTER PTY LTD	0.00	0.00	0.00
JMD	J MILLS DISTRIBUTION	0.00	0.00	0.00
JH	JH COMPUTER SERVICES	3692.76	0.00	-3692.76
JTC	JTC	0.00	0.00	0.00
JBC	JUST BYTES COMPUTERS PTY LTD	0.00	0.00	0.00
K-TS	K-TECHNIC SERVICES	0.00	0.00	0.00
KT	KT TECHNOLOGY	0.00	0.00	0.00
LAN1	LAN1 PTY LTD	0.00	0.00	0.00
LEX	LEXMARK	0.00	0.00	0.00
LINK	LINK ACCOUNTING	0.00	0.00	0.00
MBS	MAUS BUSINESS SYSTEMS	0.00	0.00	0.00

 **Modify (Enter)**
 **New (F2)**
 **Print (F3)**
 **Email**
 **Delete (F4)**
 **Close (Esc)**

Scroll the list and select the supplier record with your mouse.

To quickly find a supplier, simply start typing the supplier name. The list will change to follow your entered information.

Select **Edit** to modify the details of an existing supplier. This will display the *Edit Supplier Details* screen



**EDIT Supplier Details**

Supplier Code	Salutation	Supplier Name	Business No.
JH		JH COMPUTER SERVICES	

Address 1	43 LABIURCHERE ROAD	Telephone	08 9367 9499
Address 2		Mobile	
City	SOUTH RIVER	Fax	9474 3059
State	WA	Email	service@jhcs.com
Country		http://	WWW.JHCS.COM
	Code 6151	No Bulk Email	<input checked="" type="checkbox"/>


  


Contact Name	John	Payment Terms	7 Days
Remarks	SERVICE CENTRE EPSON, KYOCERA, CANON, LE	Credit Limit \$	2000
		Price Includes Tax	<input checked="" type="checkbox"/>

	Current \$	30 Days	60 Days	90+ Days	Total \$
Purchases \$	0.00	0.00	0.00	3692.76	3692.76
Due \$	0.00	0.00	0.00	3692.76	3692.76


  
Save


  
Cancel

- Supplier Code** Each supplier is given a code of up to six alphanumeric characters. This field must be filled.
- Salutation** Mr., Mrs. etc.
- Supplier Name** The name of the company or organization. This field must be filled.
- Business No.** Business Number.
- Address** The supplier's address.
- Contact Name** Person you normally deal with.
- Telephone** Enter telephone number
- Mobile** Enter Mobile number
- Fax** Enter Fax number
- Email** Enter email address
- No Bulk Email** Tick to remove from bulk email list when email broadcasting.
- http://** Enter web page address, pressing **http://** tab will open web page.
- Remarks** Any useful information.
- Payment terms** COD, 7,14, 30 days, etc.
- Credit Limit** Enter the credit limit amount before the system issues a warning.
- Other fields:
- Purchases \$** Snapshot of your trading
- Due \$** history with that supplier.

Select **Save** to save the changes. This will return you to the previous screen.

To add a new supplier, select **New (F2)** from the *Suppliers List* screen. The *New Supplier* screen will be displayed for you to enter the details. This screen is similar to the *Edit Supplier Details* screen.

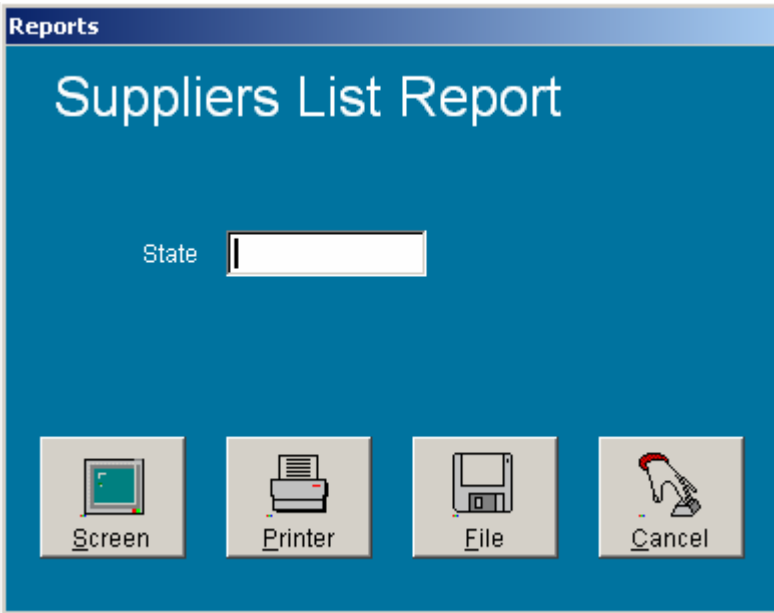
# Purchase Reports

All Purchase Reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted

## List of Suppliers

**Description:** List of suppliers in either as a full page report or as envelope labels.



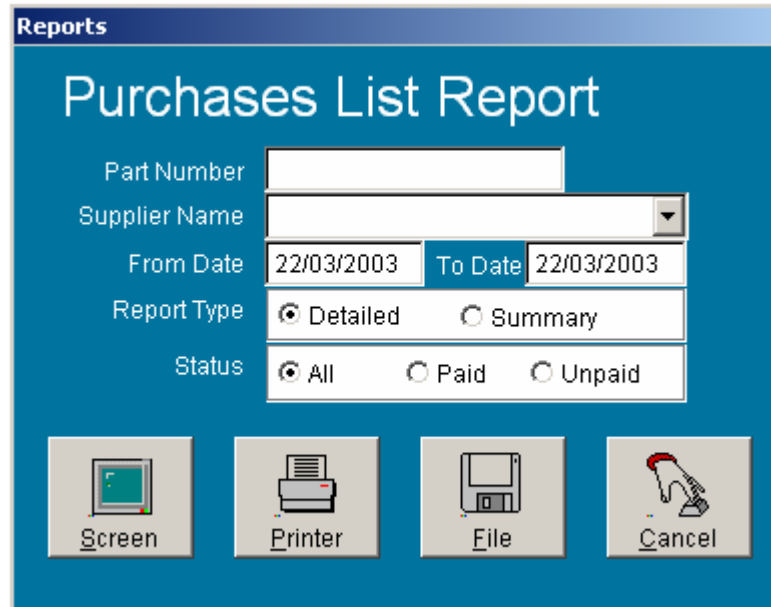
Report request screen fields:

**State**

State Code or leave blank for all states.

## Purchases List Report

**Description:** List of purchase invoices over a specified time span, for one or more suppliers.



Report request screen fields:

**Part Number**

**Supplier Name**

Enter a part number and/or supplier name to filter the data for the report. Leave either or both fields blank for all parts and/or all suppliers.

HINT: Right mouse click on supplier name field to get a supplier list.

**From Date**

Start date for the report.

HINT: Right mouse click on any date field and select a date interactively from a calendar.

**To Date**

End date for the report.

**Report Type**

Select *Detailed* or *Summary* according to the level of detail you want.

**Status**

Choose purchases status.

## Purchase Orders Report

**Description:** List of purchase orders over a given time period.

Report request screen fields:

<b>Part Number</b>	Enter a part number and/or supplier name to filter the data for the report. Leave either or both fields blank for all parts and/or all suppliers.
<b>Supplier Name</b>	
<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.
<b>Report Type</b>	Select <i>Detailed</i> or <i>Summary</i> according to the level of detail you want.

## Aged Suppliers Report

**Description:** List of suppliers with amounts owing categorised into current, 30, 60 and 90+ days periods.

Report request screen fields:

<b>For the Period</b>	Select the month and year to report on.
<b>State</b>	Enter a state code or leave blank to report on all states.
<b>Include addresses</b>	Check if you want the report to include addresses.
<b>Show 0 Balance</b>	Check if you want the report to include zero balances.

## Supplier's Statements

**Description:** Detailed supplier's statements showing all outstanding invoices and the payments made over a specified time period.

**Statements**

### Suppliers Statement

Name

From Date  To Date

☐ Include Paid Invoices  
☐ Detailed Statement

Notes to Appear on Statement

	Name	Phone	Current Balance \$
<input checked="" type="checkbox"/>	AAPT TELECOMMUNICATIONS	1800 808 821	4.50
<input type="checkbox"/>	ACCO AUSTRALIA PTY LTD	9356 5115	0.00
<input type="checkbox"/>	ACE RIBBONS	9354 5380	0.00
<input type="checkbox"/>	ADVANCE-IT AUSTRALIA PTY LTD	9456 4234	0.00
<input type="checkbox"/>	AERONAUT INDUSTRIES PTY LTD	1800 356 525	0.00
<input checked="" type="checkbox"/>	ALL POS	9226 4272 / 932	270.00
<input checked="" type="checkbox"/>	Alphamode Computers P/L	9451 1945	1488.20
<input type="checkbox"/>	AMEREX FIRE (WA)	08 9271 8435	0.00
<input type="checkbox"/>	AMERICAN EXPRESS INT. INC		0.00
<input checked="" type="checkbox"/>	AMICROE AUSTRALIA	02 9922 3814	4495.61

Screen Printer File Close

Report request screen fields:

- Name** Enter the supplier name if you want to report on only one supplier, or leave blank to report on all suppliers with outstanding invoices. This will fill the list below with suppliers accordingly.
- From Date** Start date for the report.
- To Date** End date for the report.
- Include Paid Invoices** Check for a detailed statement showing the payments.
- Detailed Statement** Check to produce a detailed statement showing the payments.
- Notes to Appear on Statement** Notes entered here will appear on the report.
- Leftmost column** Columns on the list of suppliers:  
 Include or exclude suppliers for the report by checking or unchecking each supplier. Hint: To uncheck all checked suppliers, right mouse click on the header of the left column. To check all suppliers with outstanding invoices, left click header.
- Name** Details filled automatically to help you identify the suppliers.
- Phone**
- Current Balance \$** Shows current outstanding balance.

## Purchase Analysis Report

**Description:** Purchases analysis over a specified time period, broken down by each purchase department.

Report request screen fields:

<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.

## Back Orders Report

**Description:** List of back orders sorted by either part number or supplier.

Report request screen fields:

<b>Part Number</b>	Enter a part number and/or supplier name to filter the data for the report. Leave either or both fields blank for all parts and/or all suppliers.
<b>Supplier Name</b>	
<b>Sort Order</b>	Select <i>Part Number</i> or <i>Supplier Name</i> depending on the order you want the report in.

## Stock On Order Report

**Description:** Also called the *Purchase Orders Report*. List of items on order.

Report request screen fields:

<b>From Part No</b>	Restricts the report to a specified range of part numbers, or leave blank for all.
<b>To Part No</b>	
<b>Group Code</b>	Restricts the report to one group or leave blank for all groups.
<b>Sort Order</b>	Select from the dropdown list: <ul style="list-style-type: none"><li>- Group &amp; Part Number</li><li>- Group &amp; Details</li></ul>

## Purchases Tax Report

**Description:** Tax paid over a specified period of time, on either cash or accrual basis, detailed or summary.

Report request screen fields:

<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.
<b>Detailed or Summary</b>	
<b>Cash or Accrual</b>	

## Purchase Payments Report

**Description:** List of payments and the way they were allocated on invoices. It is primarily used to verify payments entered.

Report request screen fields:

<b>Supplier</b>	Select a supplier from the dropdown list (or type in the supplier code or name). Leave this field blank for all suppliers.
<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.

## Summary Purchase Report

**Description:** List of purchases over a specified period of time.

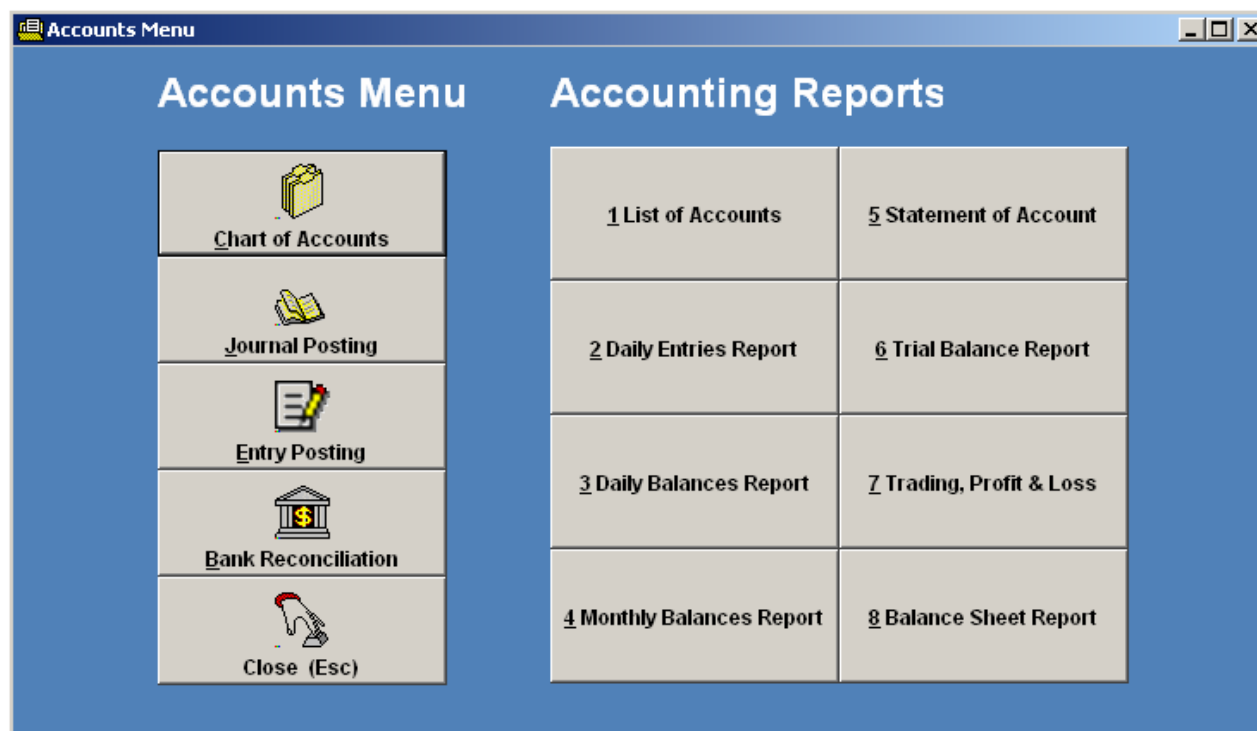
Report request screen fields:

<b>For the Period</b>	Select month and year in each field to cover the period you want the report to cover.
<b>To the Period</b>	

# Accounts Menu

Use the Accounts menu for the following operations:

- Change the chart of accounts
- Add or modify the accounting entries
- Perform accounts reconciliation such as bank reconciliation
- Produce accounting reports such as *Profit & Loss* and *Balance Sheet* reports.



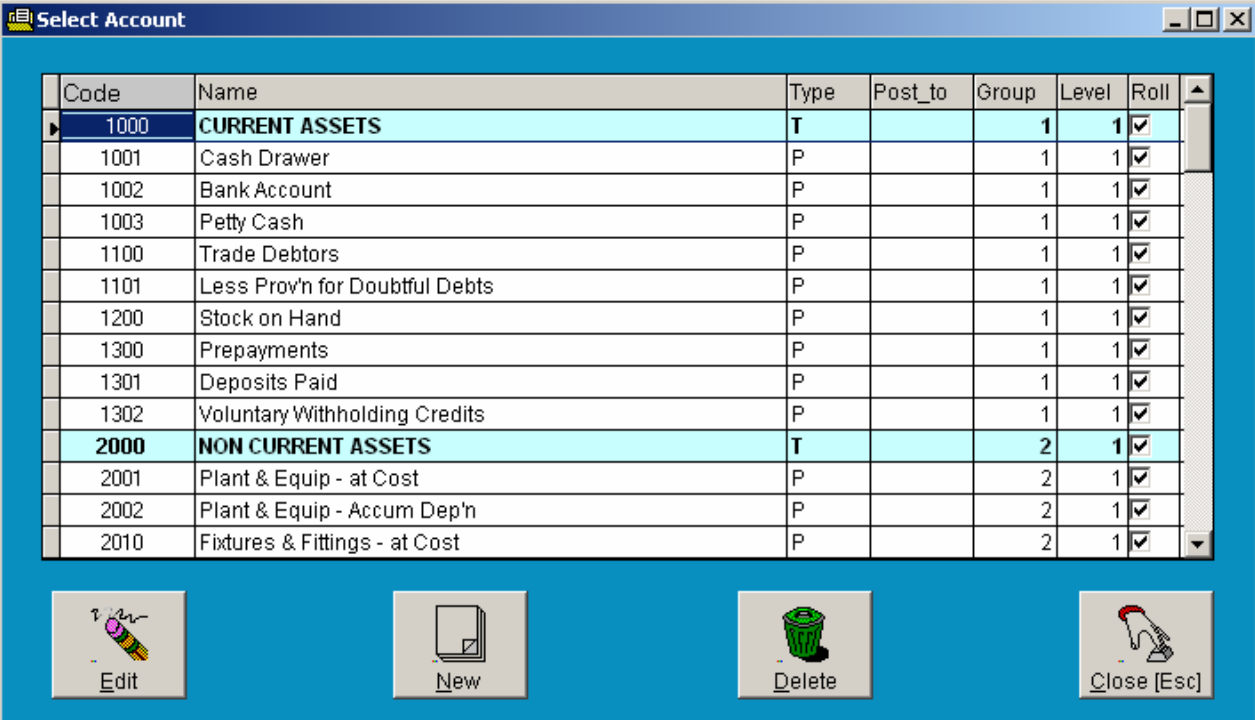
## Chart of Accounts

Select **Chart of Accounts** to display, add, modify or delete an account from the chart of accounts. Most chart of accounts are made of ten headings





<u>Heading</u>	<u>Example:</u>
1. Current Assets	Bank, cash in hand
2. Fixed Assets	Office Building
3. Intangible Assets	Shares, Goodwill
4. Current Liabilities	Creditors, Overdraft
5. Long Term Liabilities	Loans
6. Financed By	Shareholders, Capital
7. Sales	Cash Sale, Credit Sale
8. Cost of Sales	Purchases
9. Expenses	Advertising, Car Expenses
10. Other Income	Commission Received

Under each heading there are subheadings that can be added, modified or deleted.





Code	Name	Type	Post_to	Group	Level	Roll	
1000	<b>CURRENT ASSETS</b>	<b>T</b>		<b>1</b>	<b>1</b>	<input checked="" type="checkbox"/>	
1001	Cash Drawer	P		1	1	<input checked="" type="checkbox"/>	
1002	Bank Account	P		1	1	<input checked="" type="checkbox"/>	
1003	Petty Cash	P		1	1	<input checked="" type="checkbox"/>	
1100	Trade Debtors	P		1	1	<input checked="" type="checkbox"/>	
1101	Less Prov'n for Doubtful Debts	P		1	1	<input checked="" type="checkbox"/>	
1200	Stock on Hand	P		1	1	<input checked="" type="checkbox"/>	
1300	Prepayments	P		1	1	<input checked="" type="checkbox"/>	
1301	Deposits Paid	P		1	1	<input checked="" type="checkbox"/>	
1302	Voluntary Withholding Credits	P		1	1	<input checked="" type="checkbox"/>	
2000	<b>NON CURRENT ASSETS</b>	<b>T</b>		<b>2</b>	<b>1</b>	<input checked="" type="checkbox"/>	
2001	Plant & Equip - at Cost	P		2	1	<input checked="" type="checkbox"/>	
2002	Plant & Equip - Accum Dep'n	P		2	1	<input checked="" type="checkbox"/>	
2010	Fixtures & Fittings - at Cost	P		2	1	<input checked="" type="checkbox"/>	

 Edit
  New
  Delete
  Close [Esc]

Select Account screen fields are displayed to help you find and identify any that need to be changed:

<b>Code</b>	Each account must have a unique code.
<b>Name</b>	The name of the account.
<b>Group</b>	The group this account is in. Groups are numbered 1-11.
<b>Type</b>	<b>T</b> =Title <b>H</b> =Header <b>P</b> =Posting
<b>Roll</b>	Roll the account balance at the end of the accounting year.

To modify an account, use the up and down arrow keys to position the cursor on the account you want and press the **Enter** key or select **Edit**. This will display the *Edit Accounts* screen.

Make the required changes by typing in the *Edit Account* screen fields:

<b>Account Code</b>	Up to six characters to uniquely identify the account.
<b>Account Details</b>	Account name.
<b>Group</b>	Account group 1 to 11.
<b>Type</b>	H = account that cannot be posted to P = posting account such as 'Bank Account'
<b>Roll Balance</b>	Y = Balance Sheet Accounts (1 to 6) to carry them forward to next year. N = Trading, Profit & Loss Accounts. When you roll the balance of an account, it will show in next year's balances as a starting balance for the following year.

When you have made the required changes, select one of the following:

<b>Save</b>	Save the changes and return to the previous screen.
<b>Cancel</b>	Abandon the changes without saving and return to the previous screen.

To add a new account, select **New**. This will display the *Add New Account* screen which is similar to the *Edit Account* screen.

To delete an account, use the up and down arrow keys to position the cursor on the account you want and then press the **Delete** key or select **Delete**.



<b>Account Name</b>	If you can't remember the account number, then enter the account name. If the system finds the name it will display it and the cursor moves to the details field.
<b>Details</b>	Enter the transaction details such as cheque number.
<b>Date</b>	Enter the date. The date must be within the correct accounting period, otherwise you will be warned. If you need to change the accounting period use <b>Control+F10</b> .
<b>Amount</b>	Enter the currency amount, either positive or negative.

Continue entering transactions onto the list as required. When you have finished, select one of the following:

<b>Save</b>	Save the journal entry with the assigned number.
<b>Print</b>	Save and print.
<b>Delete</b>	Delete the journal entry. This is usually to delete an old entry.
<b>Close</b>	Abandon any changes and additions without saving.

## Entry Posting

Select **Entry Posting** to post multiple entries to the accounts. It is usually used for non-direct cash transactions such as adjustments between two or more accounts.

**Entry Voucher**

Entry Number:

Entry Date:

Account Name	Details	Debit \$	Credit \$
NAB Cheque Account # 668880433	Deposit	100.00	0.00
Cash in hand	Deposit	0.00	100.00
	Deposit	0.00	0.00
TOTAL \$		100.00	100.00

Buttons: Save, Print, Delete, Close

Entry Voucher screen fields:

**Entry Number**

To create a new entry, press **Enter** on the *Entry Number* field. A new entry with the next number in sequence will be created.

To recall an existing entry, type in the old entry number. This entry will be recalled. You can then modify it or delete it. Enter the date.

**Date**

**Account Name**

Enter the account name or code. The column will be filled with the account name automatically.

**Details**

Enter the transaction details such as cheque number.

**Debit \$**

Enter the currency amount in the **debit** side.

**Credit \$**

Enter the currency amount in the **credit** side.

**Total \$**

The computer keeps track of the running totals.

**Note:** Before you can save the transaction both debit and credit amounts must be equal.

Continue entering transactions onto the list as required. When you have finished, select one of the following:

**Save**

Save the entry with the assigned number.

**Print**

Save and print.

**Delete**

Delete the entry. This is usually to delete an old entry.

**Close**

Abandon any changes and additions without saving.

## Bank Reconciliation

Select **Bank Reconciliation** to reconcile the accounts entries such as cash or bank.

There is a temporary account used to hold all cash, cheque, and credit card income. This is a very effective method of keeping track of the bank account. This account is called '*Cash on Hand*'. The balance of the *Cash on Hand* account must be zero after depositing the period's income into the bank. This way, your bank statement will always match your computer generated bank statement.

	Date	Ref_no	Type	Details	Debit \$	Credit \$	Balance \$
<input type="checkbox"/>	/ /			Brought Forward Balance	0.00	0.00	0.00
<input checked="" type="checkbox"/>	15/01/2000	163	SP	Direct debit	3614.00	0.00	3614.00
<input checked="" type="checkbox"/>	16/01/2000	1020	JO	DEPOSIT	629.00	0.00	4243.00
<input type="checkbox"/>	06/07/2000	8	PP	000815 NAB CHEQUE	0.00	130.00	4113.00
<input checked="" type="checkbox"/>	14/07/2000	9	PP	000823 NAB	0.00	85.80	4027.20
<input type="checkbox"/>	18/07/2000	3	PP	000816 NAB - DD CHEQUE	0.00	2219.00	1808.20
<input type="checkbox"/>	31/07/2000	1026	JO	July 2000 fees	0.00	95.52	1712.68
<input checked="" type="checkbox"/>	11/08/2000	10	PP	000824 NAB - CSP	0.00	1245.20	467.48
<input checked="" type="checkbox"/>	11/08/2000	11	PP	000825 NAB - DMA	0.00	174.35	293.13
<input type="checkbox"/>	21/08/2000	12	PP	000826 NAB - TRINIX	0.00	116.00	177.13
<input type="checkbox"/>	22/08/2000	13	PP	000827 NAB - REBOUND	0.00	95.77	81.36
<input type="checkbox"/>	23/08/2000	14	PP	000828 NAB - UNITED ELEC.	0.00	154.00	-72.64
<input type="checkbox"/>	23/08/2000	65	PP	CHEQUE	0.00	154.00	-226.64
TOTAL \$					10439.00	25008.10	-14569.10

Buttons: Save, Print, Delete, Close

**Accounts Reconciliation** screen fields:

**Account** Enter either the number or name of the account you need to reconcile.

Once a valid account number has been entered, the account and all its non-reconciled transactions with the debits and credits will be displayed on the list part of the screen.

Note that when reconciling the bank statement, the debit and credit sides appear reversed. This is normal and should be this way because the bank's statement is showing the transactions from the bank's point of view.

To reconcile a transaction, check the leftmost column of the transaction with a mouse click or by pressing the space bar. The totals at the bottom will be adjusted accordingly.

When all the transactions have been reconciled, select one of the following:

**Save** Save the reconciled accounts  
**Print** Print and save  
**Delete** Un-checks all checked items.  
**Close** Close the screen without saving. This will *not* restore the checked items.

Once saved, the reconciled transactions will not appear on this screen the next time unless that transaction was modified or re-entered.

# Accounting Reports

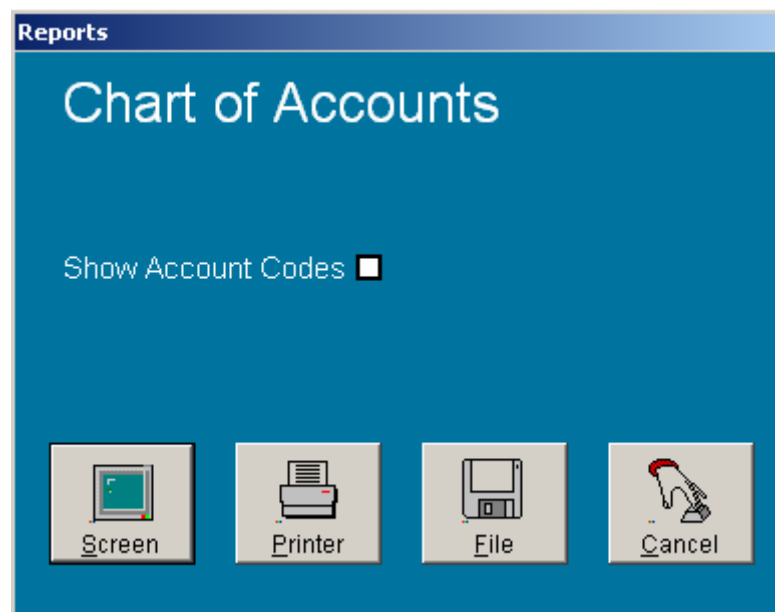
All accounting reports can be sent to screen, printer, or file according to what you select after filling out the fields on each report request screen.

NOTE: In the list of reports following, many of the report request screens have relatively few fields and follow a repetitive pattern. For this reason, some of the screen shots have been omitted

The accounting reports are used to keep track of the accounting position of the business.

## List Of Accounts

**Description:** Chart of accounts.



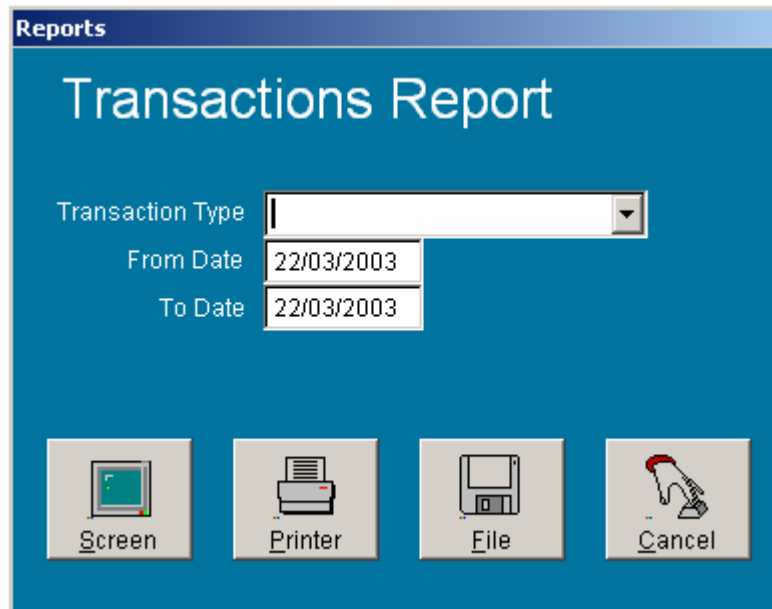
Report request screen fields:

**Show Account Codes**

Check this box if you want the report to include this information.

## Daily Entries Report

**Description:** Listing of detailed daily entries over a specified time span, for one or all transaction types.



Report request screen fields:

<b>Transaction type</b>	Select from the dropdown list, or leave blank for all types of transaction.
<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.

## Daily Balances Report

**Description:** List of debit and credit daily balances of posting accounts

Report request screen fields:

<b>From Account</b>	Starting account code for the report.
<b>To Account</b>	Ending account code for the report. Leave this field blank for only one account.
<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.



## Monthly Balances Report

**Description:** Monthly credit and debit balances of the posting accounts for the entire accounting year.

Report request screen fields:

<b>From Account</b>	Starting account code for the report.
<b>To Account</b>	Ending account code for the report. Leave this field blank for only one account.
<b>For the Year</b>	Select the year for the report.
<b>No. of Months</b>	Enter the number of months the report is to cover.

## Statement Of Account

**Description:** All transactions for an account over a specified period of time.

Report request screen fields:

<b>From Account</b>	Starting account code for the report.
<b>To Account</b>	Ending account code for the report. Leave this field blank for only one account. If you include more than one account, the system produces the statements in account order.
<b>From Date</b>	Start date for the report.
<b>To Date</b>	End date for the report.
<b>Show Zero Balance</b>	Y if you need to show accounts that had no transaction N if not.

## Trial Balance Report

**Description:** Report to check the total balance of the accounts chart.

Report request screen fields:

<b>For the Period</b>	Select the month and year the report is to cover.
<b>Show Zero Balance</b>	Check if you want to show accounts with a zero balance.
<b>Show Account Codes</b>	Check if you want the report to include account codes.
<b>Show Dr.&amp;Cr. Sides</b>	Check to show the debit and credit sides, uncheck to show the balance.

Total debits must equal to total credits, if not, the cause may be :

1. The total balance offset is not zero at the entry of the starting balances. Correct the starting balances to get zero offset.
2. Unexpected system shutdown. To fix, select **Maintenance**, then **File Re-index**, and re-index and repost all files.
3. Wrong account code numbering. To fix, renumber the account code in a logical manner.
4. Posting to a Heading account. To fix, delete that particular posting.

## Trading /Profit Loss Report

**Description:** This report is used to find out the gross and net profit/loss incurred during a specified period of the accounting year.

Report request screen fields:

***For the Period***

Select the month and year the report is to cover.

***Show 0 Balance***

Check to view the accounts with a zero balance, uncheck to suppress them.

***Show Account Codes***

Check if you want account codes.

## Balance Sheet Report

**Description:** The net worth of the business.

Report request screen fields:

***For the Period***

Select the month and year the report is to cover.

***Show 0 Balance***

Check to view the accounts with a zero balance, uncheck to suppress them.

***Show Account Codes***

Check if you want account codes.

# Diary

[illegible]

The diary comprises three sections:

## Appointments

The *Appointments* section has the headings **Time** and **Details** and occupies the left side of the screen. This area displays appointments and notes that apply for the particular date selected on the interactive calendar. To enter appointments, you do not type directly into these fields, but use the **New** push button. Refer to **Push Buttons** further on in this section for more information on how to enter appointments.

## Notes

The *Notes* section is positioned at the top right. You can type directly into this area. Unlike the pages of a paper diary, what you write in here is displayed regardless of the date selected on the Interactive Calendar. This means that your notes are always visible.

## Interactive Calendar

The interactive calendar is positioned at the bottom right. When you first go to the Diary, today's date is selected. To view your appointments for other dates, select the date interactively using your mouse.

## Push Buttons

### New

To add an appointment, select **New**. The *New Appointment* screen will be displayed. Enter the appointment details.

*New Appointment* screen fields:

- |                 |  |
|-----------------|--|
| <b>Date</b>     | The date defaults to today's date <i>regardless of the date selected on the interactive calendar</i> . Change this to your appointment date.   |
| <b>Time</b>     | Enter the time of your appointment.  |
| <b>Details</b>  | Type the appointment details. You can type in up to 50 characters.   |
| <b>Type</b>     | Select from the dropdown list. The choices are: <ul style="list-style-type: none"> <li>• <b>Once</b> The appointment occurs once only, not regularly.</li> <li>• <b>Daily</b> The appointment occurs every day at this time.</li> <li>• <b>Weekly</b> The appointment occurs every week on this day.</li> <li>• <b>Day of Month</b> The Appointment occurs on a certain day of month.</li> <li>• <b>Monthly</b> The appointment occurs on this date every month.</li> <li>• <b>Yearly</b> The appointment occurs on this date every year.</li> </ul> |
| <b>Reminder</b> | Check this box for . . .   |

### Today

Pressing this button takes the user back to today's date.

### Search

You can search for any string of text in the appointments file .

**List**

The list can be sorted by appointment type for a range of dates.

**Close (Esc)**

Closes the Diary and returns you to the main menu.

# Telephones

Use Telephones to find, add, modify, or delete entries in your telephone directory.

The directory allows you to record the following information in each entry:

Name, Address, Phone number, Mobile number, Fax number and Email address

**Telephone Directory**

Search For

Name	Home Tel.	Work Tel.	Mobile	Fax	Email
Adam Romero	87644532	32454345			a_romero@yahoo.com
Janet Webb	9809 4435				j_webb@hotmail.com
John Smith	9332 4332	9898 3321	0412 399 993		jsmith1123@inet.net

Modify (Enter)  
 Add New (F2)  
 Envelop(F3)  
 Delete (F4)  
 Email  
 Broadcast  
 Close (Esc)

**Add New (F2)**      Add a new entry.

Type in the required details and select **Save** to save the entry, or select **Cancel** to abandon the details without saving. This will return you to the *Telephone Directory* screen where you will see the new entry, if saved, displayed along with the old ones in name order.

**Print (F3)** Position the cursor on the *Telephone Directory* at the entry you wish to print, then select **Print** or hit **F3**. This will print the name and address details on an envelope.

**Delete (F4)** Position the cursor on the *Telephone Directory* at the entry you wish to delete, then select **Delete** or hit **F4**. This does not actually delete the entry, but moves it to the end of the list, prefixing the name with a tilde (~). For example, if you delete an entry for *John Doe*, it will be renamed to *~John Doe*.

To restore a deleted entry, search at the end of the list for (example) ~*John Doe*. Then use **Modify (F6)** to change the name back to *John Doe*.

- Email** Choose this option to email the person in the directory entry
- Broadcast** Choose this option to bulk email all the entries in the telephone directory. (Refer to Clients Email Broadcast for instructions)
- Modify (F6)** Position the cursor on the *Telephone Directory* at the entry you wish to change, then select **Modify** or hit **F6**. This will display the *Modify Directory Entry* screen (similar to the *Add New Entry* screen) with the details in the appropriate fields. Change these at will, then select **Save** to save the changes, or **Cancel** to abandon the changes without saving.

The screenshot shows a window titled "Modify Directory Entry" with a blue background. It contains several text input fields for personal information. The fields are labeled on the left and contain the following data: Title (Mr.), Name (Adam Romero), Address (12 Faris Road), City (ATTADALE), State (NSW), Code (3245), Country (empty), Home Telephone (87644532), Work Telephone (32454345), Mobile (empty), Fax (empty), Email (a\_romero@yahoo.com), Notes (Birthday 01/04/1969), and Group (Friends). The "Email" field is highlighted with a grey background. At the bottom right, there are two buttons: "Save" with a floppy disk icon and "Cancel" with a hand clicking a mouse icon.

Title	Mr.
Name	Adam Romero
Address	12 Faris Road
City	ATTADALE
State	NSW
Code	3245
Country	
Home Telephone	87644532
Work Telephone	32454345
Mobile	
Fax	
Email	a_romero@yahoo.com
Notes	Birthday 01/04/1969
Group	Friends

Save Cancel

Please note that under the Group field, you can group your entries any way you wish, by either text or number. This field will be used to filter out emails and printouts.

**Close (Esc)** Close the telephone directory and return to the main menu.

# Maintenance

Use the Maintenance Menu for the following:

- Set preferences and customize the system to your requirements. Example: set the currency symbol.
- Fix problems that may occur following abnormal shutdown of your computer. Example: after an unexpected power outage.

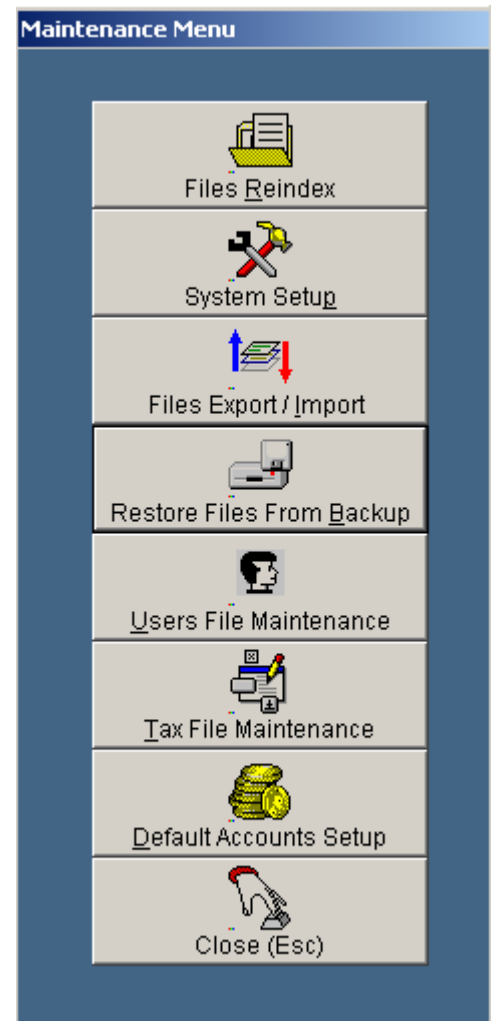
## Files Reindex

Use Files Reindex under the following conditions:

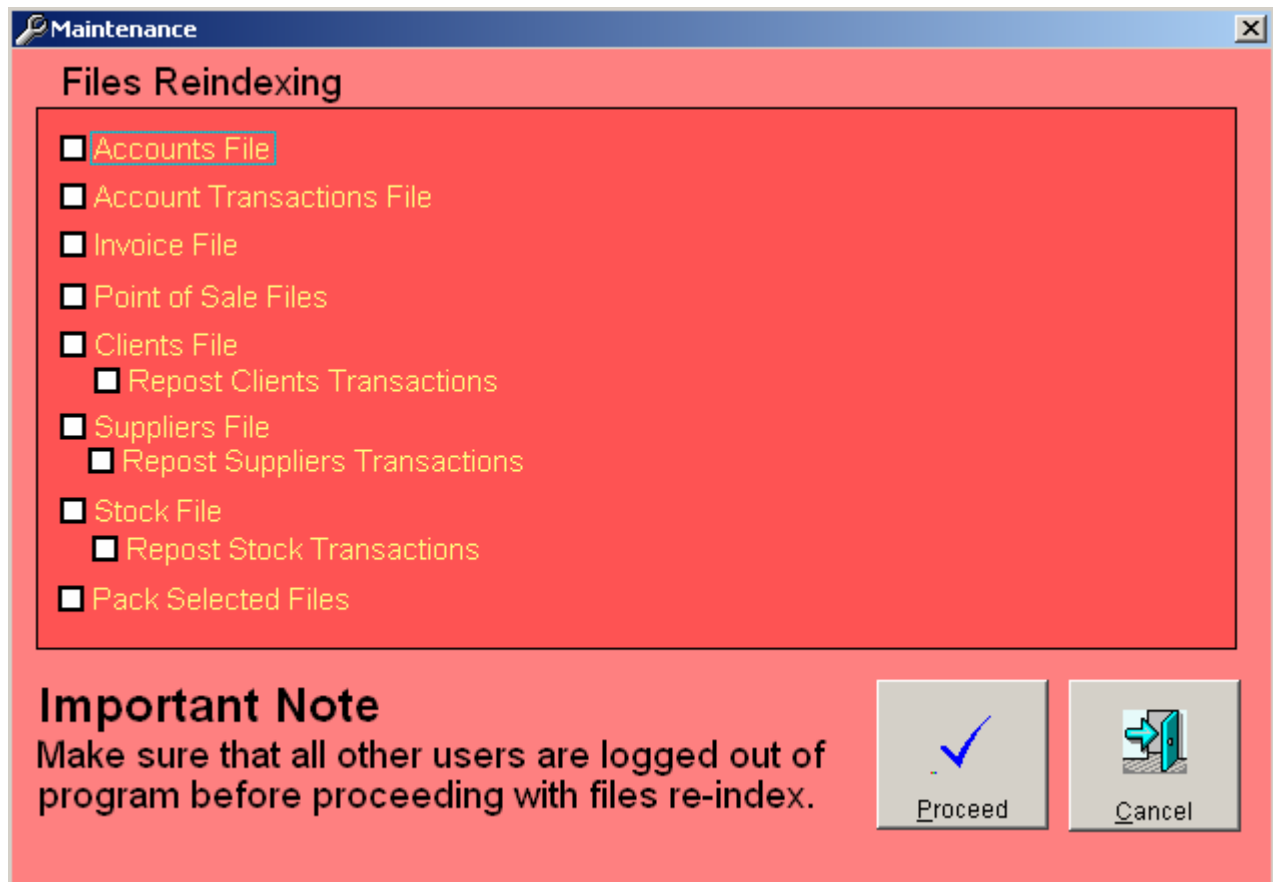
- After an unexpected power blackout, surge, or brownout. This includes unintentionally turning off your computer without going through the normal shutdown sequence. If anything like this happens, you are strongly recommended to reindex all files. Failure to do so may produce unexpected results.
- If the index files were deleted by mistake.
- After a data restore operation.
- If *Retail-Man* starts to behave strangely in any way. Typically, this could include not being able to find data that you know should be there.

General points:

1. Performing Files Re-indexing when it is not in fact required will **not** do any harm to your data.
2. It is better to re-index your files when it is *not* necessary than to risk not re-indexing when it *is* necessary.
3. The purpose of indexes is to provide fast performance and present your data to you in the correct order. The analogy is the index in the yellow pages, where only a few pages helps to you to rapidly locate what you want out of thousands of pages of data.





**Sequence of operations:**

1. You must be the only user signed on to *Retail-Man*. All other users, including people on a network, must sign off *Retail-Man*.
2. Select the file or files you think may need to be re-indexed, or select all after abnormal shutdown, by checking boxes appropriately.
3. Select **OK** to start the re-indexing. This may take several minutes depending on the amount of data stored and the speed of your computer.
4. Do not interrupt your computer until you see the **Indexing Done** message.

Choose **Pack Selected Files** if you need to remove all of the deleted information from the database.

## Files Import / Export

This menu item allows the import or export of data to and from the database files used by the system.

**Ezi Accounting - EziSolution Software (Master User)**

**Files Export / Import**

Choose Data File: **Stock**

Choose Data Fields Required:

Location	Trade	Wholesale	Qty in Stock	Tax %	Tax Code

Operation: **Export**

File Type: **Excel Spreadsheet (XLS)**

File to Import / Export To: **C:\temp\Stock.XLS**

Part Number	Details	Retail	Cost	Reorder Level	Reorder Qty
V	Delivery Charge	20.0000	0.0000	0 0	
HM	HARDWARE MAINTENANCE / HOUR	110.0000	0.0000	0 0	
D	Discount	0.0000	-0.0100	0 0	
CASE-D-ST	DESKTOP CASE WITH 230W P/SUPPLY STD	78.0000	65.0000	0 0	
FD/HD-MK3	Mounting Kit For 3.5" FDD, HDD	12.0000	8.4800	1 2	
PR-ACC-CA	PRINTER PORT LPT CARD	45.0000	40.0000	1 2	
SM	SOFTWARE MAINTENANCE / HOUR	110.0000	0.0000	0 0	
STA28	STATION STANDBY 280VA UPS	319.0000	250.0000	0 0	
FDD-1 44	1 44 FLOPPY DRIVE	45.0000	15.4000	0 0	

**EXPORT NOTES :**  
 When Exporting, make sure to enter a valid file name, the file name and path must not contain spaces. If the file name does not exist, the system will create it. To exclude any row from being exported, un-tick the first column in the grid.  
 You can change data being exported by over writing the data in the grid, this will not change the

**Export** **Close (Esc)**

### EXPORTING :

**Data File to Export From :** Choose the data file to export from.

**Choose Data Fields Required :** Choose the required fields by moving them to the box on the right.

**Operation :** Choose Export to export one of many database files to a number of different formats.

**File Type :** Choose the file type you are exporting to. Valid formats are EXCEL, CSV and TAB DELIMITED

**File to Export To :** The system fills in the default destination file, it uses the C:\TEMP folder to store the exported file. You can choose to accept this choice or change it to a different folder. Note that the file path and name must not contain any spaces, otherwise the export will fail and an error message generated. Once this is done, the system will display a grid with all of the data to be exported, you can choose to change the data in

the grid without affecting the database. You can also stop any row from being exported by simply clicking on the left most column and un-check. Click on the Export button to export the data.

### **IMPORTING DATA :**

**Data File to Import To :** Choose the data file to import to.

**Choose Data Fields Required :** Choose the required fields by moving them to the box on the right.

**Operation :** Choose the Import option

**File Type :** Choose the file type you are importing from, the valid formats are EXCEL, CSV and TAB DELIMITED.

**File to Import From :** Enter the file name including the full path of the file you are importing from, Make sure the data matches the field names in the grid, otherwise, you will get incorrect data in your data files. If there is a column you are not importing, make sure to have blank fields in the source file. Also, make sure to enter a valid file name, the file name and path must not contain spaces.

To choose the file name interactively, double click on the file field.

To exclude any row from being imported, un-tick the first column in the grid.

You can change data being imported by over writing the data in the grid, this will not change the data in the original file.

## System Setup

Use **System Setup** to set up and maintain your options and preferences. The *System Setup* screen comprises seven pages, called **tabs**. Select the required tab, type in the fields, set the radio buttons and checkboxes, then go to the next tab and make settings, and so on. When you have set everything up to your requirements, select **Save**. This will save your changes, close the *System Setup* screen, and return you back to the *Maintenance Menu*. To close the screen without saving, select **Close** or hit **Esc**.

The System Setup tabs:

## Company

Use the **Company** tab to enter the business name and details that will be printed on all the reports and invoices the system produce.

**System Setup**

Company | General | Sales | Stock | Purchase | P.O.S | Hardware | Payments | Loyalty

**Business Details**

Business Name: ACME Enterprises

Location:

Address: 12 Gold Avenue , Parkwood WA 6153

Tel: 08 94569874 Fax: 0897321524

email: info@acment.com

**Business Logo File**

D:\VAEML\ACME.JPG

**ACME Enterprises**  
12 Gold Avenue  
Parkwood WA 6153  
Tel: 0894569874

Save (F2) Close (Esc)

If you want to add your company logo, you must use or create a company logo file that contains both the artwork and the company name, address and contact details. Entering the wrong information in this field will cause system error to be displayed if the file name is invalid.

## General

Use the **General** tab to set up storage locations on your computer, and to set currency and tax details appropriate to the country you are in.

The screenshot shows the 'System Setup' dialog box with the 'General' tab selected. The dialog has a blue title bar and a green background. At the top, there are nine tabs: 'Company' (light green), 'General' (dotted border), 'Sales' (green), 'Stock' (yellow), 'Purchase' (orange), 'P.O.S' (light orange), 'Hardware' (red), 'Payments' (purple), and 'Loyalty' (yellow). Below the tabs, the following fields are visible:

- Decimal in amount: 2
- Currency Symbol: \$
- Tax Name: TAX
- Accounting Year Start: 01/01/2000
- Date Format: dd/mm/yyyy (dropdown menu)
- Stationary Size: A4 ( 210mm x 297mm ) (dropdown menu)
- Temporary Files Path: C:\temp

At the bottom of the dialog, there are two buttons: 'Save (F2)' with a floppy disk icon and 'Close (Esc)' with a red 'X' icon.

### **Decimals**

The number of places of currency decimals.

Example: For 100 cents in a dollar, set this to **2**.

### **Currency Symbol**

Examples: \$, £, ¥

### **Tax Name**

Examples: USA **Tax**, UK **VAT**, Australia and Canada **GST**.

### **Accounting Year Start**

Enter the accounting year start date.

### **Date Format**

Choose date format

### **Stationary Size**

Choose the stationary size to be used for printing. Letter size is used in the USA, while A4 is used in the rest of the world.

### **Temporary Files Path**

*Retail-Man* requires a folder for temporary files needed while you are using the system. These are deleted automatically as soon as they are no longer required.

## Sales

Use the **Sales** tab to set up the invoicing options.

**System Setup**

Company General **Sales** Stock Purchase P.O.S Hardware Payments Loyalty

☒ Prices Inclusive of Tax  
☐ Choose Sales Account  
☒ Remind if Below Min. Qty  
☐ Warn if no Stock  
☒ Warn if price too low  
☒ Block Sale if No Stock  
☐ Force Backorder  
☒ Show Client Tel. & Fax  
☐ Make Quote as Default  
☐ Print Bin Location on invoice

Default Qty Value: 1  
 Decimals in Qty Field: 1  
 Decimals in Disc. Field: 0  
 Decimals in Tax. Field: 0

	Screen	Printer
Enable Part No. Column	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enable Back Order Column	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enable Tax Column	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enable Discount Column	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enable Tax Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Report Format File Name: D:\A\AEM\INVOICE1.FRX

Invoice Title: Tax Invoice  
 Copies to print: 1  
☐ Print as Docket

Invoice Message:

Items sold remain the property of our company until paid in full. To be or not to be this is the question, Items sold remain the property of our company until paid in full. Items sold remain the property of our company until paid in full. Items sold remain the property of our company until paid in full.

Save (F2) Close (Esc)

### Prices Inclusive of GST

Determines whether or not the invoiced prices include or exclude Tax.

### Choose Sales Account

When this is checked, the **Post To** field on the *Invoicing* screen is visible. This allows you to post the whole invoice amount to a particular account. When this is not checked, the **Post To** field on the Invoicing screen is not visible and the whole invoice is posted to the default account.

### Remind if Below Min Qty

Issue a warning if stock levels fall below the specified minimum.

### Warn if no stock

Issue a warning if there is a zero stock level.

### Force backorder

Issue a backorder automatically if stock levels fall below the predetermined minimum.

### Show Client Tel. & Fax

Include the customer's telephone and fax number on the *Invoice* screen **Deliver To** fields.

### Print Part No. on Invoice

Include the part number(s) on invoices.

### Print back orders on Invoice

Include back orders on invoices.

### Print % Discount on Invoice

Include the % Discount on invoices.

### Make Quote as Default

Sets the default such that when you select **Sales**, then **Invoice**, the *Invoice/Quote* option defaults to **Quote**.

### Print Invoice as Docket

Prints invoice as a Docket on docket printer.

### Default Qty Value

Determines the default quantity on invoices.

### Decimals in Qty Fields

Sets the number of places of decimals for invoice quantities, Tax% and Discount% fields.

**Enable Various columns**

Tick / Un-tick to enable / Disable columns on screen or printouts.

**Invoice Copies to Print**

Determines how many copies of invoices are printed.

**Invoice Title**

Enter invoice title to appear on the printed invoice.

**Invoice Message**

Allows you to type in text that will be printed on all invoices.

**Quote Title**

Enter invoice title to appear on the printed quote

**Quote Copies to Print**

Determines how many copies of quotes are printed.

**Quote Message**

Allows you to type in text that will be printed on all quotes.

## Stock

Use the **Stock** tab to set up the stock costing on sales and stock enquiry screen.

**System Setup**

Company General Sales **Stock** Purchase P.O.S Hardware Payments Loyalty

**Stock Costing on Sale**

☒ Don't Cost on Sale  
☐ Use Last Cost  
☐ Use Average Cost  
☐ First In First Out Cost

Save (F2) Close (Esc)

**Stock Costing on Sales:**

This option group are *radio buttons*. You can select one and one only.

***Don't Cost on Sale***

Select this option to prevent posting the cost of each sale to the accounts.

***Use Last Cost***

Select this option to post the last stock cost to the accounts.

***Use Average Cost***

Select this option to post the last stock cost to the accounts.

***First in First Out Cost***

Select this option to post to the accounts on a first in first out basis.



<u>Stock Enquiry Screen:</u>	This options allow you to set up what is displayed on the <i>Stock List</i> screen when you press either <b>F9</b> or <b>F10</b> .
<b>Show Other Details</b>	When checked, shows the <i>Other Details</i> field.
<b>Show Bin</b>	When checked, shows the bin location.
<b>Show Retail Price</b>	When checked, shows the retail price.
<b>Show Trade Price</b>	When checked, shows the trade price.
<b>Show Wholesale Price</b>	When checked, shows the wholesale price.

## Purchase

Use the **Purchase** tab to set defaults and other values associated with purchases and purchase orders.

<b>Choose Purchase Account</b>	When this is checked, the <b>Post To</b> field on the <i>Purchasing</i> screen is visible. This allows you to post the whole invoice amount to a particular account. When this is not checked, the <b>Post To</b> field on the <i>Purchasing</i> screen is not visible and the whole invoice is posted to the default account.
<b>Currency Exchange Rate</b>	Displays the currency <b>Rate</b> field on the <i>Purchasing</i> screen.
<b>Copy Supplier's Tel &amp; Fax to P/O</b>	Include the supplier's contact details in the <i>Delivery Details</i> field of the <i>Purchasing</i> screen.
<b>Make P/O as Default</b>	On the <i>Purchasing</i> screen, set the default for <b>Pur./Order</b> field to <b>Order</b> .

**Default Qty Value**

Sets the default quantities for purchase or purchase order items.

**Purchase Copies to Print**

The number of copies of purchase invoices to be printed.

**P/Orders Copies to Print**

The number of copies of purchase orders to be printed.

**Enable / Disable Options**

Tick / Un-tick to enable / disable options on screen and/or printouts.

**Purchase Order Message**

Allows you to enter a message that will be printed on all purchase orders.

## P.O.S

Use the **P.O.S** tab to set defaults and other values associated with point of sales and docket printout.

**System Setup**

Company General Sales Stock Purchase **P.O.S** Hardware Payments Loyalty

**POS Screen Setup**

☐ Ask for User no. on each line sale ☐ Collate similar part numbers Rounding: Nearest 0.05

☒ Ask for User No. on Save ☒ Default to print

**POS Docket Setup**

☐ Print Docket as Invoice

☒ Print Transaction No. on Docket

☐ Include Date in Transaction No.

☐ Include Station Number in Transaction No.

☐ Print Part Number on Docket

☐ Print SubTotal on Docket

☐ Print Discount Total on Docket

☐ Print Tax Total on Docket

No. of Lines to Skip (Default=7) 7

No. of Dockets to Print (Default=1) 1

Docket Printer Currency Symbol \$

**Docket Header**

Acme Enterprises

12 Gold Avenue, Parkwood, WA 6153

Tel: 08 94569874 Fax: 0897321524

**Docket Footer**

THANK YOU FOR SHOPPING WITH US

PLEASE COME BACK SOON, HAVE A NICE DAY

You were served by <STAFF>

Save (F2) Close (Esc)

**POS Screen Setup**

Sets up the behavior of the POS screen.

**Ask for User No. on Sale**

Tick to force the user to supply a user number on each line.

**Ask for User No. on save**

Tick to force the user to supply a user number so as to track their performance.

**Collate Similar Number**

Tick to group similar part numbers on sale.

**Default to print**

Tick to default to print on save.

<b>Rounding</b>	Choose rounding type from the dropdown list.
<b>Print Docket as Invoice</b>	Prints docket as normal invoice
<b>Print No. on Docket</b>	Tick to print docket No. on receipt
<b>Include Date in No.</b>	Prints docket number including date as yymmdd
<b>Include Stn. No</b>	Prints docket number including the station number.
<b>Print P/No. on Docket</b>	Prints the part number on the docket
<b>Print Subtotal on Docket</b>	Prints Subtotal on docket
<b>Print Discount</b>	Prints total discount on docket.
<b>Print Total Tax</b>	Prints total tax on docket.
<b>No of Lines to Skip</b>	Enter number of lines to skip after printing.
<b>No. of Dockets to Print</b>	Enter Number of docket copies to print
<b>Currency Symbol</b>	Enter currency symbol to print on docket.
<b>Docket Header</b>	Enter the docket header as you want it to appear on the printed docket, noting the first line will show in bold if you have setup the POS printer properly.
<b>Docket Footer</b>	Enter the docket footer as you want it to appear on the printed docket, note that you can show the user name on the docket by including the variable <STAFF> anywhere in the footer.

## HARDWARE

Use the **Hardware** tab to set defaults and other values associated with hardware used such as docket printers, cash drawers and pole displays.

**System Setup**

Company General Sales Stock Purchase P.O.S **Hardware** Payments Loyalty

**Screen Resolution**  
800x600

**POS Printer**  
 POS Printer: STAR TSP 600  
 Windows Driver: Star TSP613 Raster Printer  
 Double Width On: chr(14)  
 Double Width Off: chr(20)  
 Auto Cutter On: chr(27)+chr(100)+chr(01)  
 Graphics Support: ☐

**Electronic Scale**  
 Com Port: 0    Baud Rate: 9600    Parity: N    Bits: 8    Stop Bits: 1  
 Handshake: None

☐ **Customer Pole Display**  
 Pole Display: Pole Display  
 Home Code: Chr(11)  
 CR Key Code: Chr(13)  
 Welcome Text: Welcome to  
 ABS Computers

☒ **Cash Drawer**  
☒ Cash Drawer Connected to POS Printer  
 Generic on Com1  
 Open Drawer: chr(100)+chr(0)  
☒ Password Protect to Open Drawer

Save (F2) Close (Esc)

### Screen Resolution

Choose the screen resolution, with a minimum of 800x600.

### POS Printer

Choose docket printer from a list of printers. If your printer does not appear on this list, try the generic printer or a close match to it. Otherwise, you can enter the control codes manually. You Must have a Windows Driver Installed.

### Windows Driver

CTo properly install a pos printer, you must first create a Windows printer driver from START > SETTINGS > PRINTERS AND FAXES, if you do not have a proper POS windows driver, you can use the GENERIC Windows driver

### Double Width ON

This field is used to enter the POS printer double width control code. If you do not wish to show the company name is double width, just enter chr(32) in this field. Same applies for the Double Width Off

### Auto Cutter On

Enter the control code for the POS printer auto-cutter. You can have a partial cut or full cut. Check your printer manual.

### Graphics support

Tick if your POS printer supports graphics, most new printers do support graphics. Older type POS printers do not support graphics and will cause printing problem if this option is enabled.

### Electronic Scale

Enter the Electronic scale parameters if you have one.

**Pole Display**

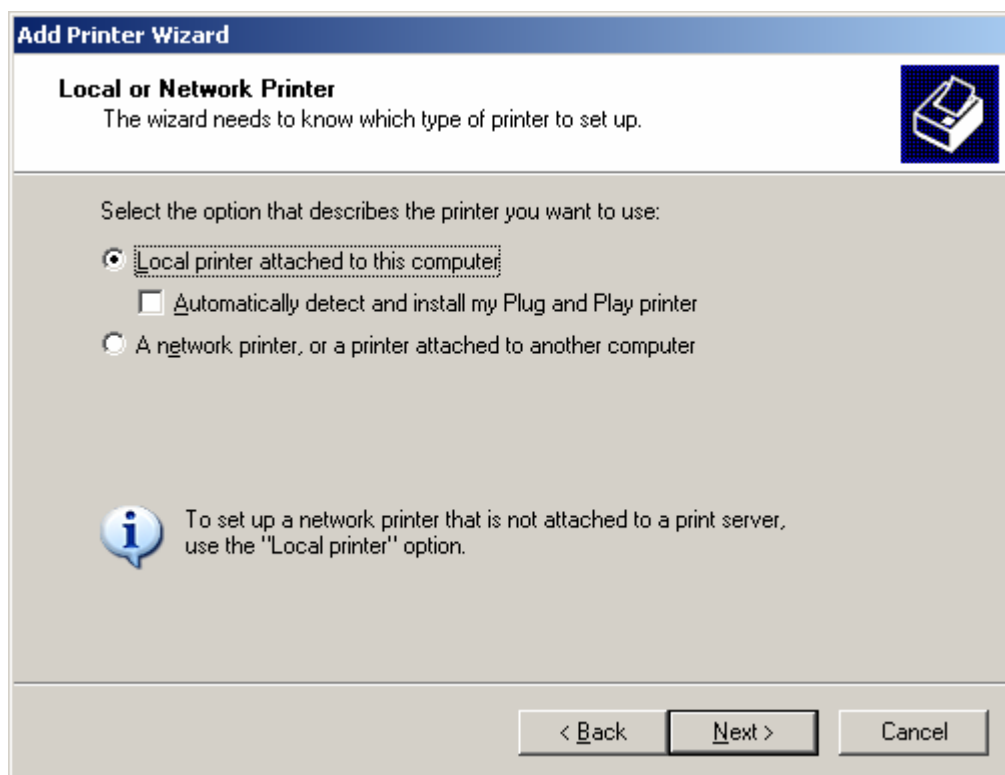
if you have a pole display, it will normally connect on the serial port, you must create a device under CONTROL PANEL > PRINTERS and choose GENERIC PRINTER with the correct com port and com port settings. Same applies to the cash drawer if it is a serial device.

**Cash Drawer**

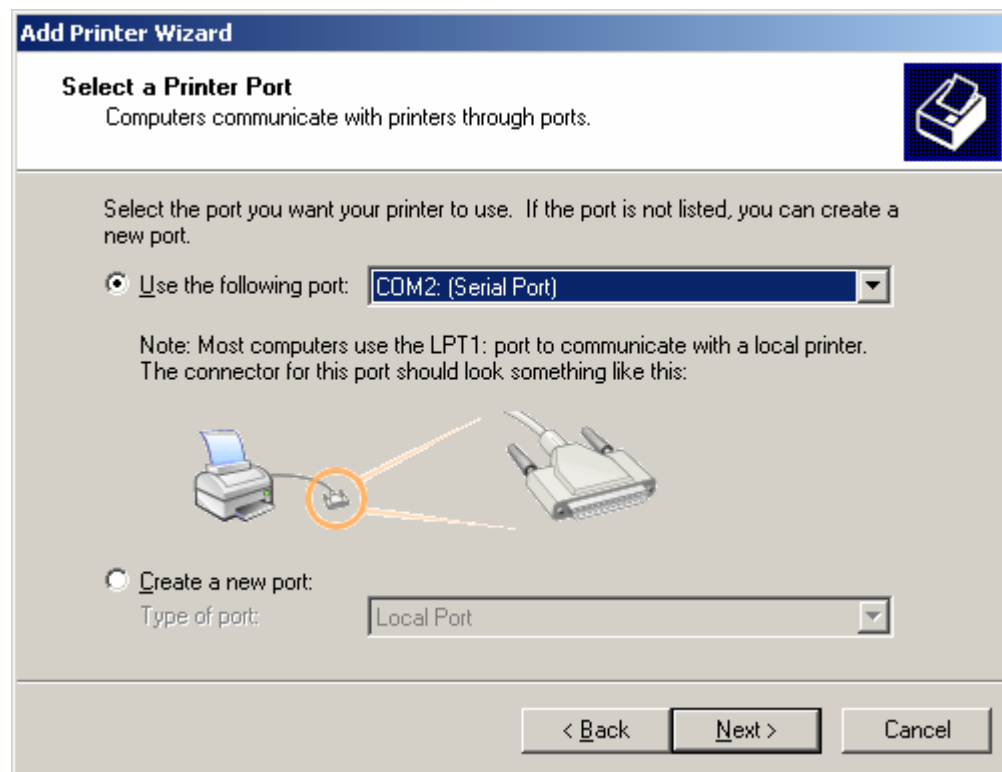
Cash drawers can either connect to a serial port (such as COM1 or COM2) or it can connect to the POS docket printer. You must enter the correct open drawer command for the drawer to open, Use Shift + F12 to test.

To setup a cash drawer with a serial interface, follow the following steps:

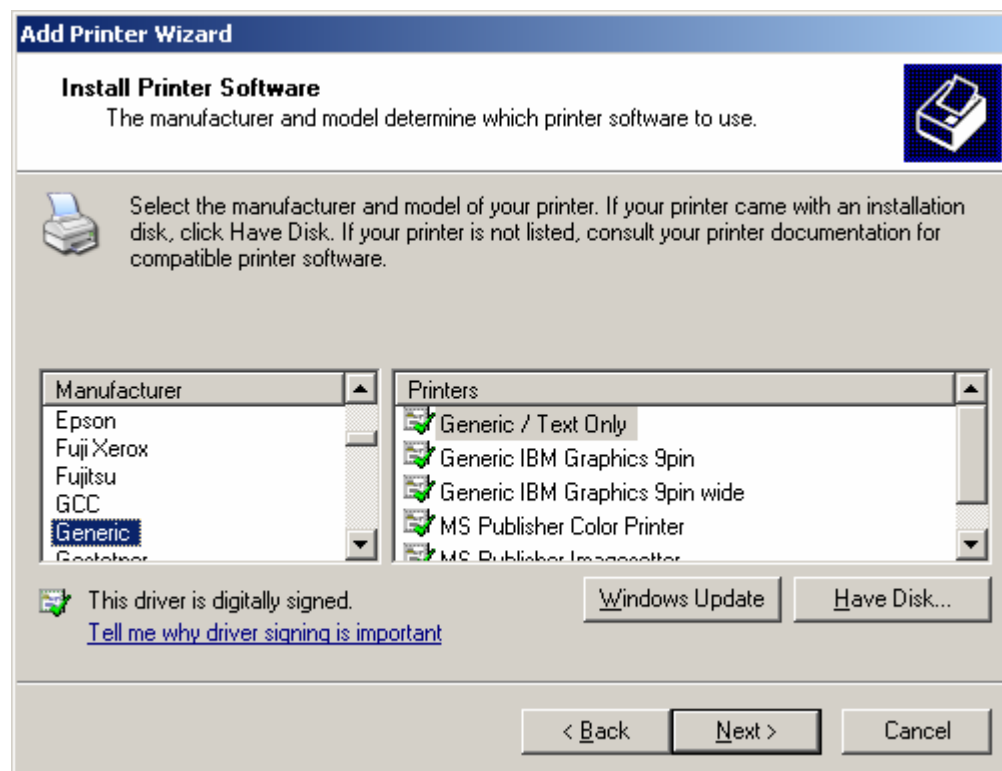
**Click START > SETTINGS > PRINTERS > ADD NEW PRINTER**



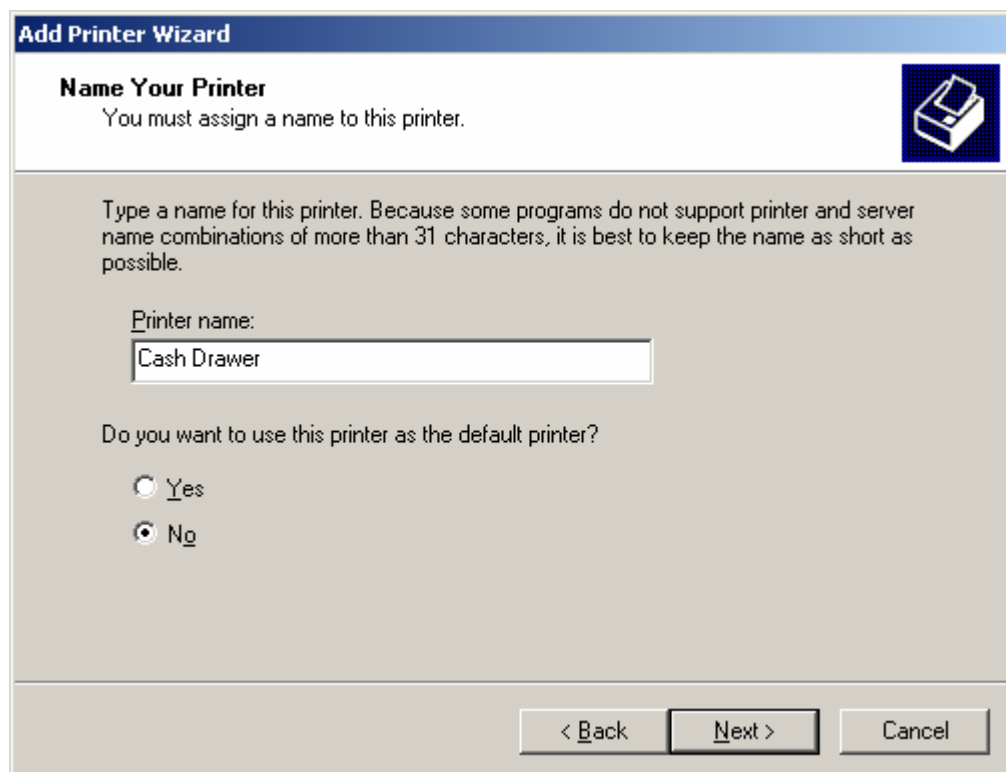
Choose the com port used by the device (pole display or cash drawer)



Choose the GENERIC / TEXT Printer



Then rename to the device name used. Once this is done, the device name should appear in the HARDWARE Setup screen.



**Add Printer Wizard**

**Name Your Printer**  
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

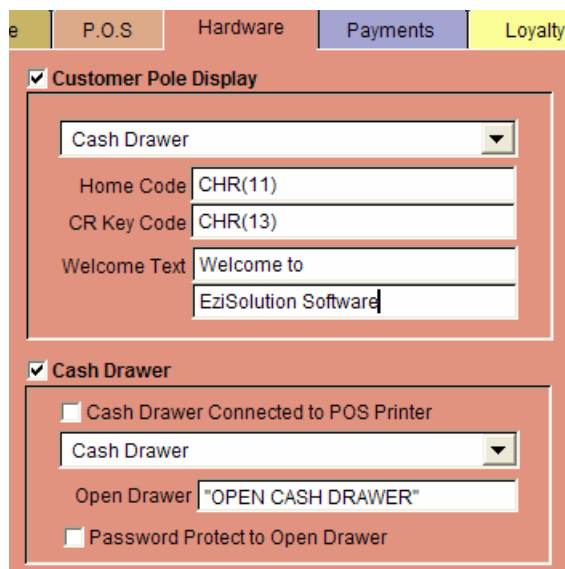
Printer name:

Do you want to use this printer as the default printer?

☐ Yes  
☒ No

< Back   Next >   Cancel

Once this is done, go to MAINTENANCE > SYSTEM SETUP > HARDWARE and adjust the settings as shown in the following screen.



Hardware

☒ Customer Pole Display

Home Code

CR Key Code

Welcome Text

☒ Cash Drawer

☐ Cash Drawer Connected to POS Printer

Open Drawer

☐ Password Protect to Open Drawer

Note that in the OPEN DRAWER field, you can enter any text but it must be in between "quotes", otherwise you may get an error message.

If the Cash Drawer has a POS printer interface (Connects to the POS printer), then the setup is a lot simpler, all you have to do, is tick the CASH DRAWER CONNECTS TO POS PRINTER option and make sure the OPEN DRAWER field has the control sequence that is appropriate for the POS printer to open the drawer. Each POS printer has its own control sequence. If the POS printer is not listed in the POS printer list in the program, then you must obtain that information from the POS printer hardware supplier or from the user manual of that printer.

Note that most POS printers can emulate either the EPSON or the STAR POS printers, so you can try any of these two printers.

The following screen shows the setup to the cash drawer which is connected to the EPSON TM II POS Printer:

The screenshot shows the 'System Setup' window with a blue title bar and a tabbed interface. The 'Hardware' tab is selected. The window is divided into several sections:

- Screen Resolution:** A dropdown menu showing '1280x1024'.
- POS Printer:** A section with several fields:
  - POS Printer: 'EPSON T88II' (dropdown)
  - Windows Driver: 'Generic on Com1' (dropdown)
  - Double Width On: 'chr(27)+chr(33)+chr(32)'
  - Double Width Off: 'chr(27)+chr(33)+chr(0)'
  - Auto Cutter On: 'chr(29)+chr(86)+chr(01)'
  - Graphics Support: ☐
- Electronic Scale:** A section with a table of settings:

Com Port	Baud Rate	Parity	Bits	Stop Bits
0	9600	n	8	0

Handshake: [dropdown]
- Customer Pole Display:** A section with a dropdown for 'Cash Drawer 2' and three text fields:
  - Home Code: 'CHR(11)'
  - CR Key Code: 'CHR(13)'
  - Welcome Text: 'Welcome to EziSolution Software' (multiline)
- Cash Drawer:** A section with a checked checkbox 'Cash Drawer Connected to POS Printer' and a dropdown menu. Below it, the 'Open Drawer' field contains the sequence 'chr(27)+chr(112)+chr(0)+chr(25)+cl'. There is also an unchecked checkbox 'Password Protect to Open Drawer'.



## PAYMENTS


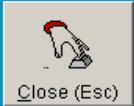
Use the **Payments** tab to set the default payments methods (up to 9). And also the accounts to post to when the sales or purchase payments are processed.

**System Setup**

Company General Sales Stock Purchase P.O.S Hardware Payments

Payment Name	A/C to Post to on Sales	A/C to Post to on Purchase	Deposit
CASH	Cash Drawer	Cash Drawer	<input checked="" type="checkbox"/>
CHECK	Bank Account	Bank Account	<input checked="" type="checkbox"/>
C/ CARD	Cash Drawer	Bank Account	<input checked="" type="checkbox"/>
AMEX	Cash Drawer	Cash Drawer	<input type="checkbox"/>
DINERS	Cash Drawer	Cash Drawer	<input type="checkbox"/>
EFTPOS	Bank Account	Bank Account	<input type="checkbox"/>

Note : A maximum of up to 9 Payment Types can be entered here

 Save (F2)  Close (Esc)

Enter the payment name, posting accounts and tick the deposit tab if you want the payment to appear on the bank deposit slip at the end of trading day.

## LOYALTY

Use the **Loyalty** tab to set up a loyalty program that rewards repeat customers and encourages them to come back by giving them reward points every time they come in and buy something. So each one dollar spent, earns one point, then once they reach a certain number of points, the system will automatically issues them with a STORE CREDIT VOUCHER that is treated as cash, so they can pay using it for their next purchase. However, you decide how much you want to give them for the points earned.

**System Setup**

Company General Sales Stock Purchase P.O.S Hardware Payments **Loyalty**

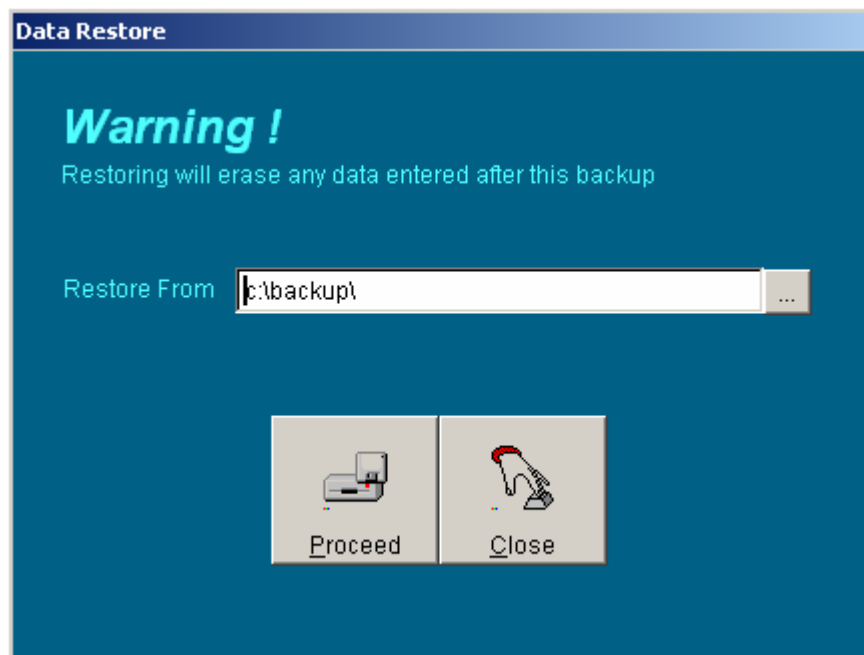
Points to Redeem: 2000  
For the Amount of: 50.00  
Days to Expiry: 30  
Payment Name: Store Credit  
Docket Header: Acme Enterprises  
12 Golf Avenue, Parkwood WA 6987  
Tel : (09) 84569874 Fax: (08) 94569857  
Store Credit : <Docket>  
Docket Footer: Terms and conditions if use:  
1 - You can use credit voucher as cash  
2 - This voucher is transferable  
3 - No refund will be issued if lost

Save (F2) Close (Esc)

<b>Points to redeem</b>	Enter the number of points to print the store credit voucher.
<b>For the amount of</b>	Enter the amount you wish to grant the customer for points earned.
<b>Days to Expiry</b>	An optional field to fill if you wish to specify expiry.
<b>Payment Name</b>	Enter a payment name for the system to post the payment when processed from POS, the payment must be created from the Payment screen.
<b>Docket Header</b>	Enter the Store Credit Header.
<b>Docket Footer</b>	Enter store credit text that will appear at the bottom.

## Restore Files From Backup

Choose this option to restore data from your backup media. Note that you will loose any information that was entered since that backup was done. So, backing up on a daily bases on different backup media for each day of the week will give you maximum protection against data loss. So if the need arises to restore data due to hardware failure or similar situation, you will only loose part of that working day's work.



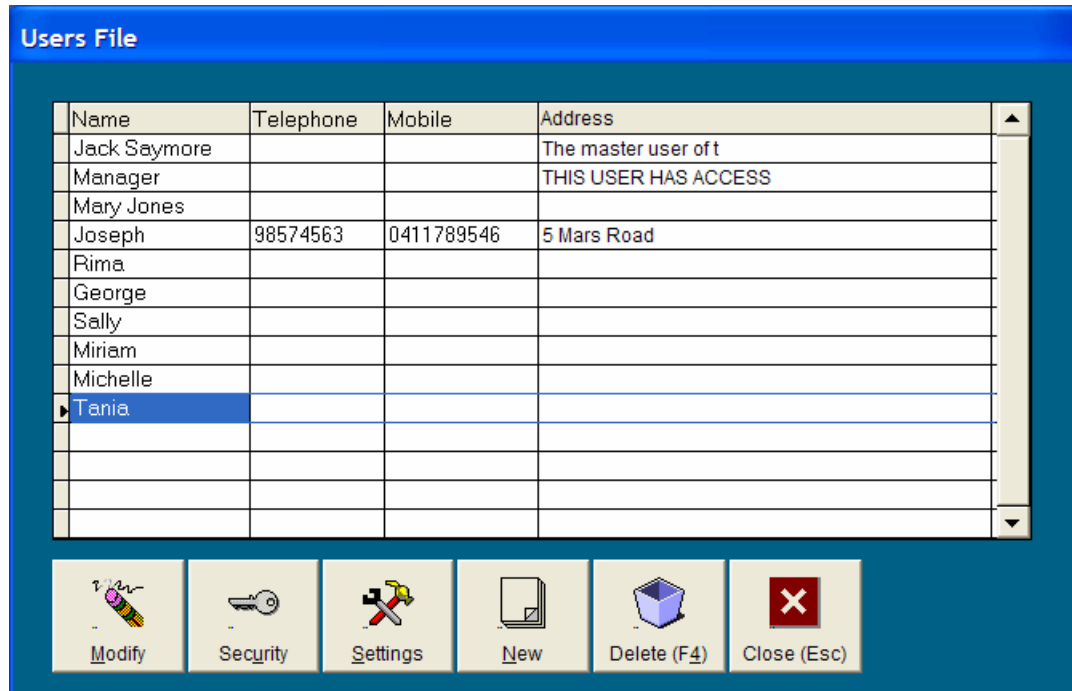
Before you proceed with the restore, make sure all other instances of the program are closed and no one else is using the program from the network. Also note that once the restore is done, you may need to re-index the files to bring everything up to date. You then need to go and check the last entries on the system and add the missing entries.

## Users Settings

Use Users File Maintenance to do the following operations:

- Create a new user
- Delete an existing user
- Set a user's file access permissions.

You must be the **master user**, or have been granted permission to do these functions, by the master user.

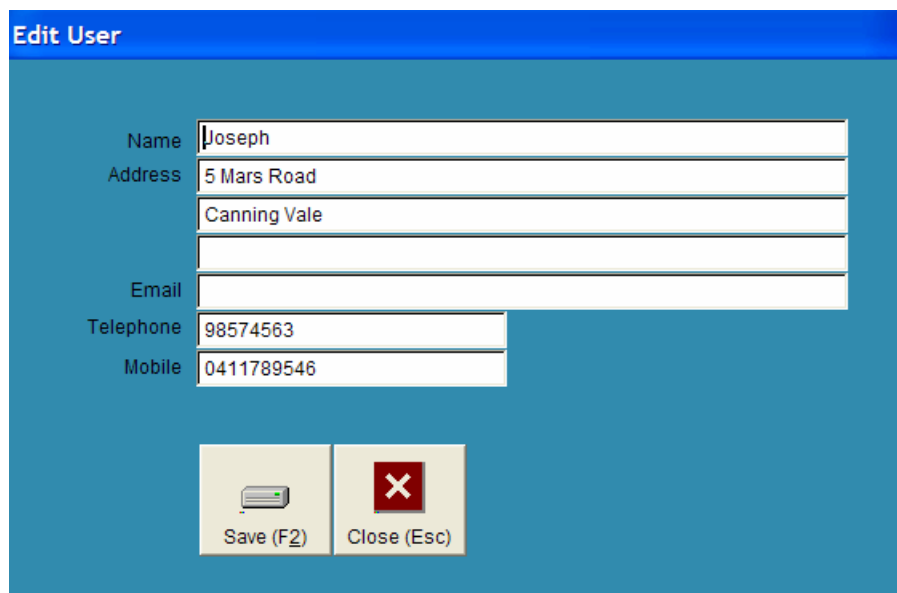


**Users File**

Name	Telephone	Mobile	Address
Jack Saymore			The master user of t
Manager			THIS USER HAS ACCESS
Mary Jones			
Joseph	98574563	0411789546	5 Mars Road
Rima			
George			
Sally			
Miriam			
Michelle			
Tania			

Modify Security Settings New Delete (F4) Close (Esc)

To Modify an existing user, choose the modify button, to add a new user, select **New**. The *Modify/New User* screen will be displayed:



**Edit User**

Name: Joseph

Address: 5 Mars Road  
Canning Vale

Email:

Telephone: 98574563

Mobile: 0411789546

Save (F2) Close (Esc)

Fill out the fields, then select one of the following:

**Save** Save the new user details and return to the previous screen.

**Close** Abandon the changes and return to the previous screen without saving.



## Security Settings

Joseph Security Settings

Password:

POS	Sales	Stock	Purchase	Accounts	Diary	Telephones	Maintenance
POS	1			Summary Income Report	1		
				Daily Sales List Report	2		
Point of Sale	3			Staff Sales Report	3		
Start / End of Day	5			Group Sales Report	4		

0 - No Access, 1- Read Only, 2- Read/Write, 3- Full Access

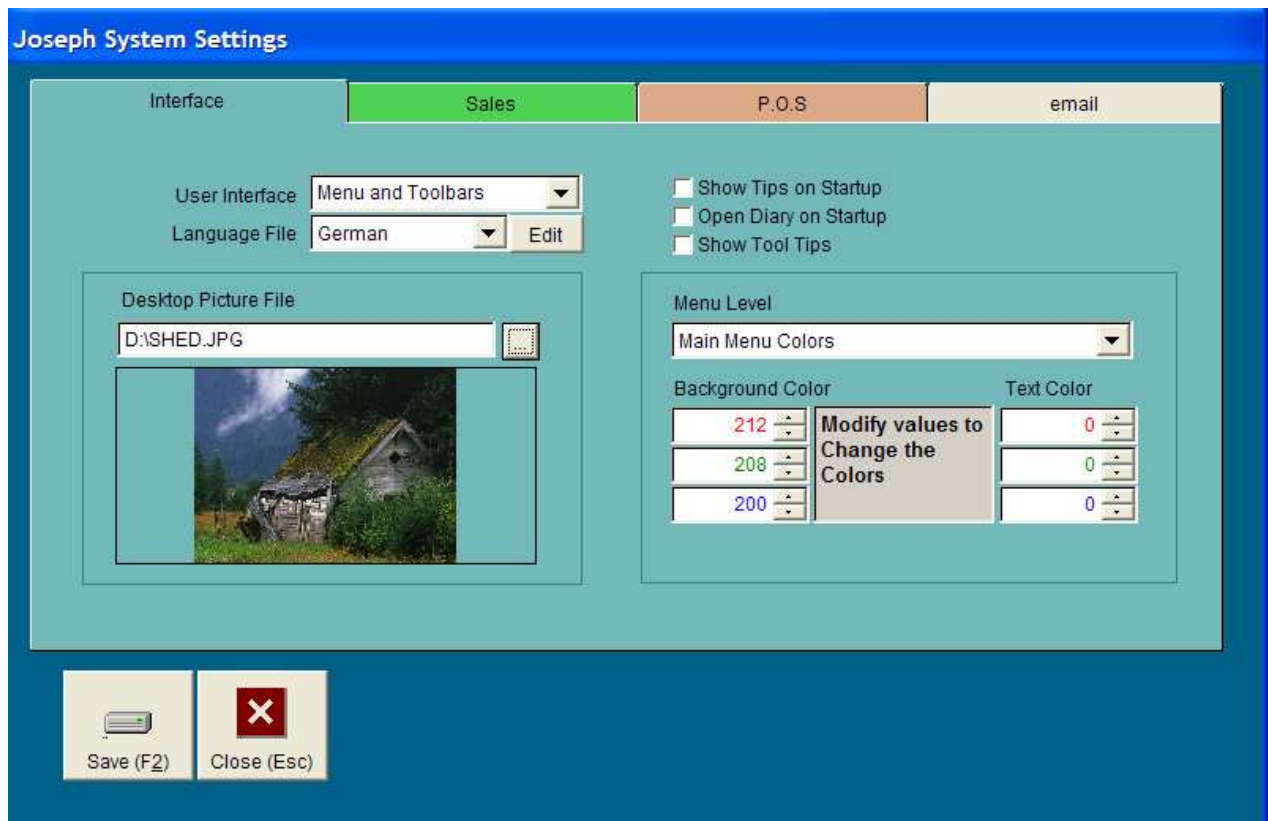
 Save (F2)
  Close (Esc)

Click on the security button to modify the security setting for each user. The system allows detailed settings based on 4 levels, with 0 setting that will prevent the from accessing the menu item, 1 will give a read only access, 2 gives a read/write access and 3 gives full access including deletion.

Note that users 1 and 2 will have access to the system regardless of their security settings.

Also if the first user does not have a password, then the system will not ask for a password on starting up, so to secure the system you **MUST** provide the first user with a password. Passwords are not case sensitive and can contain both letters and numbers.

## Settings



Each system user can also have his/her own system settings, such as interface, language, desktop picture, menu colors, email settings and other custom settings.

## INTERFACE

**User Interface** Choose one of two interface settings, Big Buttons, which is suitable for touch screens and is easier to point and click on the big buttons, or the menu style interface which is suited to the mouse use.

**Language** Leave blank if English or choose a different language file. The system can support any number of languages, but when the system is first installed, all languages will display English, but can be changed by the users for their own language.

**Desktop Picture** Choose a picture file to display on the program desktop.

**Show tips on Start** Tick if you want the system to display today's tip on start up.

**Open Diary** Tick if you wish the system to show the diary on start up.

**Show Tool-tips** Tick to force the system to show tool-tips help.

**Menu Colors** Choose different menu colors.

## Sales

This screen is used to configure the sales screen options for each user.

**Joseph System Settings**

Interface Sales P.O.S email

**Invoicing Screen**

- ☒ Disable Date Change
- ☐ Disable Price Change
- ☒ Disable Discounts column

**Cash Drawer**

- ☐ Allow to open Cash Drawer

**Stock Enquiry Screen**

- ☐ Show Other Details
- ☐ Show BIN
- ☒ Show Retail Price
- ☒ Show Trade Price
- ☒ Show Wholesale Price
- ☐ Show Cost Price
- ☐ Tax Inclusive

Save (F2) Close (Esc)

**Disable Date Change** Tick to prevent users from changing the date on sales.

**Disable Price Change** Tick to prevent user from changing the sell price.

**Disable Discount** Tick to disable the discount column in sale screen.

**Cash Drawer** Tick to enable the user to open the cash drawer.

**Stock Enquiry Screen** Tick the needed options to show in the Stock Enquiry screen that are available on pressing the appropriate function keys such as F9 and F10.

## P.O.S

This screen is used to setup the POS screen behaviour for each user.

Jack Saymore System Settings

Interface Sales P.O.S email

**POS Screen Setup**

Date: Disable  
Details: Skip  
Qty: Skip  
Amount: Disable  
Tax: Skip  
Discount: Skip

Allow Qty Discount ☒  
Allow Deletion ☒

Save (F2) Close (Esc)

Each column in the POS screen can have three settings, Disable, Skip, and Enable. If you disable the column, the user will not be able to change that column, choosing Skip, will cause the system to jump over the column when selling, this is useful if you do not want to use the keyboard and mouse to move from one column to the next, while Enable, will cause the system to stop at each column that is enabled.

### Allow Qty Discount

Tick if you wish to allow Stock Qty discount as entered in the Stock card.

### Allow Deletion

Tick to enable the user to delete unwanted POS entries. Please note you can only delete today's entries. If you do wish to delete entries from previous dates, you have to change the system date before the system will allow you to delete them.



## Email

The email tab allows you to setup the email parameters needed for sending emails through the system, Each user must have his or her own setup. The common fields between all users are the SMTP Server, the SMTP Port and the timeout time.

**Jack Saymore System Settings**

Interface | **Sales** | P.O.S | email

From Name: Sally Smith

From email Address: ssmith@acme.com

Reply to email Address:

SMTP Domain: westnet.com

SMTP Server: mail.westnet.com

SMTP Port (Default=25): 25    Timeout (Default=30): 30    Attachment: ☒ PDF    ☐ HTML

Server authentication: ☒    User Name: Sally    Password: #####

Default email Message: Invoice | Quotation | Statements | Receipts | Purchase order | Payments | General

Hi,  
Please find attached your invoice, it is in PDF format, if you do not have Acrobat reader, you can download it fro free from [www.adobe.com](http://www.adobe.com)  
Regards

Save (F2)    Close (Esc)

**From Name** Enter your name. This will be displayed on the receiver email.

**From email Address** Enter your email address.

**Reply to email Address** Enter an email address if you wish to receive a receipt from the person you emailed. This can either be the same as the previous or a different one that you assign for receiving replies.

**SMTP Domain** Enter the SMTP Domain if you have one in use.

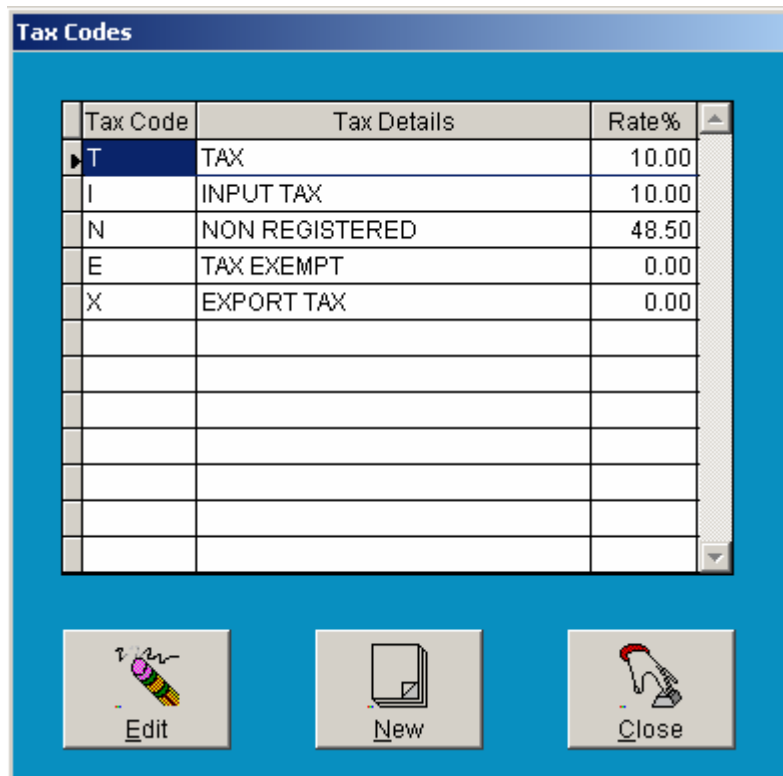
**SMTP Server** This field must be filled with a valid SMTP address. You can normally get that from your internet service provider (ISP), or by checking your Outlook / Express accounts and copying the SMTP Server setting from there. If the field was filled with the wrong information or left blank, you will not be able to use the email feature at all. The system will issue warnings and error messages until this field is filled properly.

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<b>SMTP Port</b>	Enter the SMTP port, normally it is 25.
<b>Timeout</b>	Enter the timeout in seconds. The default is 30 seconds.
<b>Server Authentication</b>	If your ISP requires server authentication, then tick this option and enter a valid user name and password.
<b>Attachment</b>	Choose the type you want the system to convert your documents that are emailed or saved. Choose PDF If you want your documents to include images such as BMP and JPEG. However, you need to have a PDF reader such as ACROBAT READER which you can download for free.
<b>Default Message Text</b>	Enter the default message text that will appear on the broadcast email screens as well as being sent when you email invoices and purchase orders. <u>To delete a user</u> , select the one you are about to delete from the <i>Users File</i> list, then select <b>Delete</b> . You will now see the <i>Delete User</i> screen, which is similar to the <i>Add User</i> screen, except that it has a <b>Delete</b> button. Select <b>Delete</b> and answer all the warnings. The user will be deleted.

## Tax File Maintenance

Select **Tax File Maintenance** to set up taxes and rates appropriate to your country.



Tax Code	Tax Details	Rate%
T	TAX	10.00
I	INPUT TAX	10.00
N	NON REGISTERED	48.50
E	TAX EXEMPT	0.00
X	EXPORT TAX	0.00

Buttons: Edit, New, Close

The taxes shown in the *Tax Codes* screen are those for Australia. Adjust these as required.

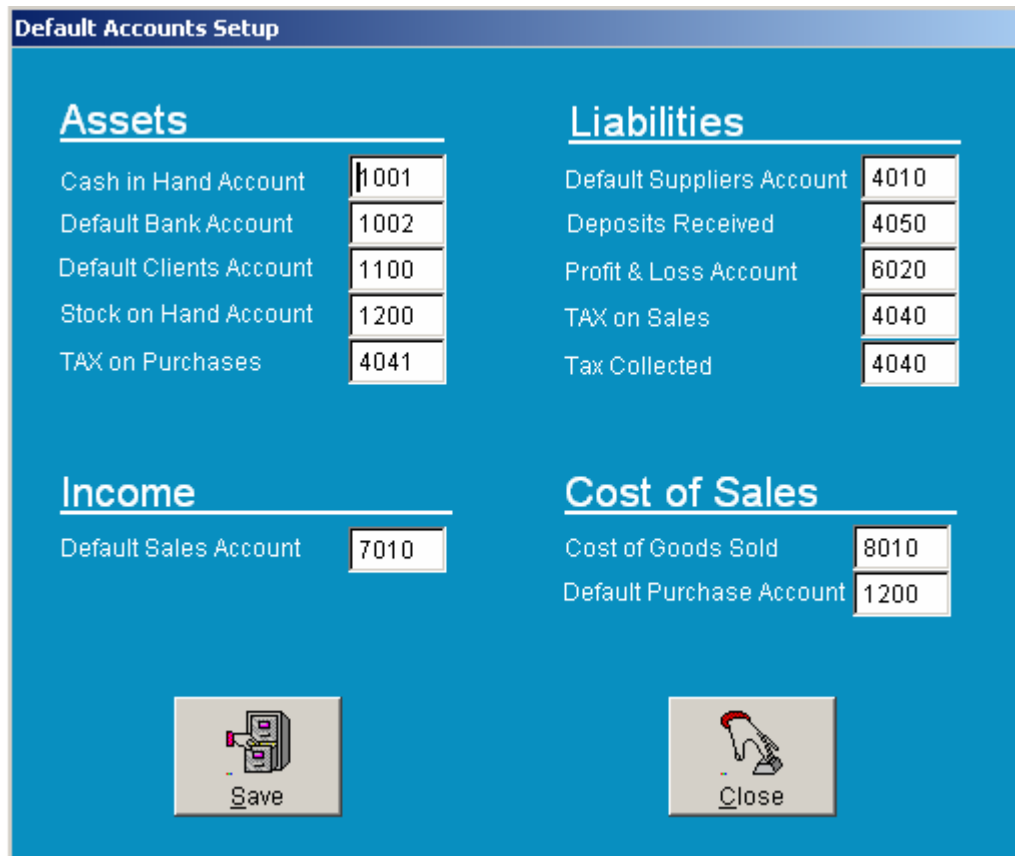
To add a new tax code, select **New**. This will position the cursor on a blank line at the end of the list. Set the values of the three columns to your needs.

To change an existing tax code, position the cursor on the code you want to change and select **Edit**. This will allow you to change the fields of this code.

Select **Close** to return to the previous screen and save your changes.

## Default Accounts Setup

Select **Default Accounts Setup** to determine which accounts are to be used for posting if no account is specified. This applies to Invoicing, Purchasing and Payments.





Assets	
Cash in Hand Account	1001
Default Bank Account	1002
Default Clients Account	1100
Stock on Hand Account	1200
TAX on Purchases	4041

Liabilities	
Default Suppliers Account	4010
Deposits Received	4050
Profit & Loss Account	6020
TAX on Sales	4040
Tax Collected	4040

Income	
Default Sales Account	7010

Cost of Sales	
Cost of Goods Sold	8010
Default Purchase Account	1200

 Save  Close

Enter a valid account number in each field. The account numbers must be in the Chart of Accounts. You can obtain the Accounts List to select from interactively by one of the following methods:

1. Type in part of the account number and hit **Enter**.
2. Double-click on the field.

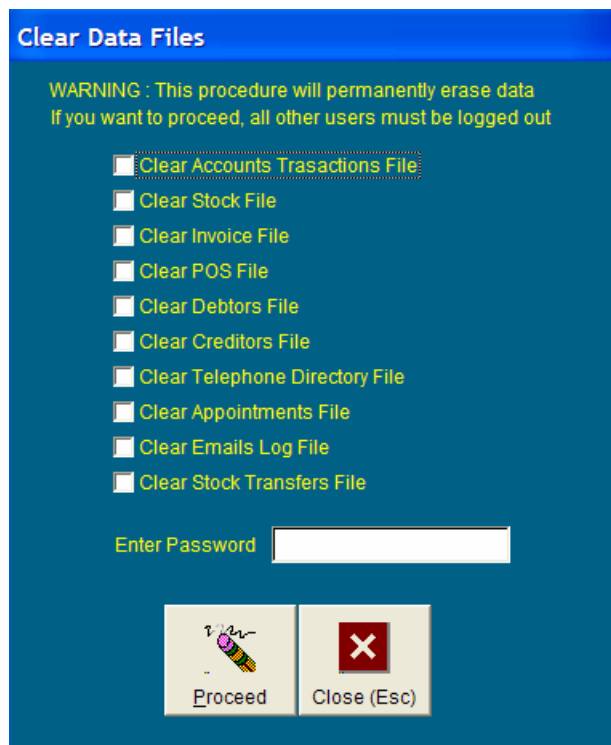
When you have finished, select one of the following:

**Save** Save the changes and return to the previous screen.

**Close** Abandon the changes and return to the previous screen without saving.

## Clear Data Files

This option is used to clear data files, all cleared data will be permanently erased with little chance of recalling it, and the time taken to erase data is very fast, so be very careful in using this option. Use it only if you need to erase all of your data (such as when you first start and want to remove all the test data that you created). Also make sure to lock this option to all other users of the system using the security settings discussed above in the user settings screen.



To erase data, choose the data files you wish to erase, then enter a valid password, and click proceed, you must be the only user on the system with all other instances of the program closed

# Backing Up

## What is Backup?

Backup is the process of making a copy of the data on your computer to one of the following places:

- Internal medium such as a second hard disk in the same computer.
- External medium (such as ZIP disk, CD-R, CD-RW, or tape cartridge)
- External medium such as the hard disk of another computer.

## Why Backup?

The purpose of backing up is so that you do not lose your business records as the result of a disaster. Disasters can include things such as:

- Corruption of files caused by lightning or power surges.
- Damage to your hard disk or the entire computer caused by wear and tear or some accident such as dropping the computer, or fire.
- Theft of your computer.

Backing up is insurance. You don't need it until disaster strikes.

## How Often to Backup?

You are the best person to decide on the backup frequency. Generally speaking, backup ought to be done every business day. In this case, if you backup every night at the close of business, if a disaster occurs in the middle of the day, then you will lose only that morning's business records. If, however, you decided to back up only once a week, then you could lose up to a week's records depending on when disaster struck.

## On-site or Offsite?

Offsite is best. Backing up to another computer that is left in your business premises is of little use in case of fire, or if thieves take every computer in your office. Backing up onto, ZIP disks, LS-120, CD-R, CD-RW, or a laptop that you take home is a good idea. It is unlikely that both your home and your business will both be subject to disaster at the same time.

## Backup Medium

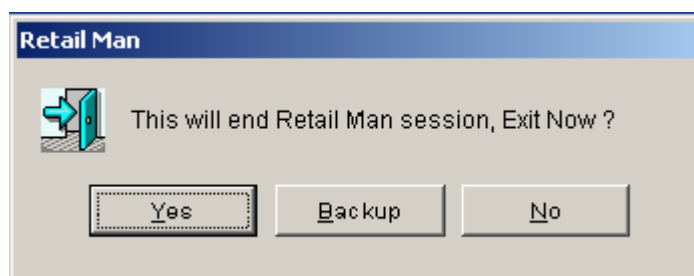
There are many backup medium options which can be used to store the data, all mediums share common factors such as to keep them away from heat, strong magnetic fields, direct sun light, humidity and dirt or dust. Here is a list of some of these medium options with the pros and cons for each one :

1. **FLOPPY DISKS** : Floppy disks are the most widely used backup medium for small data storage, they are cheap, convenient and transportable. However, they are not very reliable especially for backing up on more than one disk. Floppy disks can develop bad sectors easily and must be formatted regularly to make sure that they are reliable. If the backup spans on more than one disk, then any faulty disk within a set can prevent you from restoring anything. They also give a false sense of security because they often seem to backup normally but in fact are faulty.

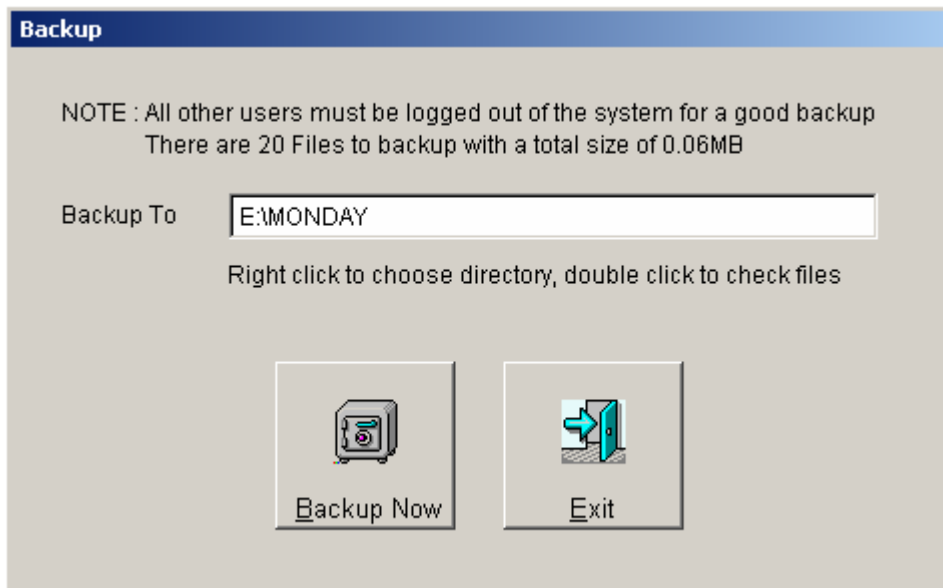
2. **ZIP DRIVE** : Zip drives are drives that can take a special disks that look like floppy disks but are much faster than floppy drives, Their speed is comparable to hard disks, and are fairly reliable. You can actually run programs directly from them and can be used as standard hard disks. The smallest Zip disk can take of up to 100 MB.
3. **TAPE CARTRIDGE** : Tape cartridges are used to backup large data. However they are sequential devices which means to restore a particular file, the tape has to be searched which means it can take more time than the disk. Tapes are also susceptible to damage in case of a faulty tape drive.
4. **HARD DISK** : Hard Disk Backups are the most reliable kind of backup, it is also the fastest. The backup can be made exactly as the original so if there was a fault in the main hard disk, the backup hard disk can directly replace the faulty one. To make the hard disk backup worth while, a removable hard disk kit can be installed in the system which means that the backup hard disk can be removed from the main system and be stored in a safe place.
5. **LS-120**: This is a high-capacity floppy disk that can store up to 120 MB per disk. The drawback is that it is not fast.
6. **CD-W and DVD**: This is the new medium of backing up, with CDs storing up to 700MB each and DVDs storing up to 4.7GB. They are cheap, fast and secure.

## Backing Up

On exiting the program, the system displays the Exit Screen, Choose **Exit** to close the program, **Backup** to backup the data files, or **Cancel** to go back to the program.



Upon choosing Backup, the system will ask for the destination path to save the data files. Please note that the destination size must be greater than the size of files to be backed up. Right click on the Back up to Field to choose the destination folder; the system will remember the last backup choice made on the last backup.



Please note that the backed up files are the DATABASE FILES ONLY, they are backed up without any kind of compression, this will safeguard against files corruption during the compression phase, the downside of this is the need for larger backup medium, but in this day and age, back up media size can be very large, and can store information that span several years.

The recommended backup medium is either CD / DVD writer, a ZIP drive or a similar device. Floppy disks are not recommended. Experience has shown they tend to be very fragile and unreliable.

The ideal backup procedure must allow for as many backup mediums as the number of working week days. So, if the business runs five days per week, then use five backup mediums, and label them Monday, Tuesday, Wednesday, Thursday and Friday. Then, use the daily medium for backup. Also create one backup at the end of each month and store it away. Backup mediums must be kept away from work, in case of fire, theft or any other catastrophe that can inflect the business.

If the need arise to restore the backed up data, due to files corruption or any similar situation, the files can be copied back to the original location. Make sure to Re-index the files first thing after the restore operation, this will ensure data integrity. After the restore operation and files reindexing is complete, all data that was entered since the last backup must be re-entered.

If the whole system crashed, stolen, or due to similar reasons, need to re-install the whole system from scratch, reinstall the FULL VERSION form the original setup file, then

- 1 - Copy the backed up data to the original location.
- 2 - Download and install the latest upgrade.
- 3 - Re-index the files using MAINTENANCE > FILES RE-INDEX
- 4 – Re-enter the lost data since the last backup was done.

The above steps have to be followed in the stated sequence to ensure a correct restore.



When backing up, make sure all other instances of the program are closed; otherwise, the backup may not contain some of the data that should have been backed up.

Please note that when backing up, the backed up data contains all of the information that was entered from day one.

Another related issue, which any serious business person will consider is a **UPS (uninterruptible power supply)**. The purpose of the UPS is to protect your computer from power blackouts or brownouts that can wreck havoc with you data. It will supply your computer with power for a short time after the power blackout giving you time to do a proper system shutdown. Improper system shutdowns can cause files corruption which can be a very costly exercise.



# FAQ (How To)

## How to enable password protection

To enable password protection, you have to supply the MASTER user with a password, to do that go to MAINTENANCE > USERS SETTINGS then highlight the MASTER USER (the first user on the list) and click the SECURITY Button, then in the password field, you have to enter the password (make sure not to forget it) and then save. Next time you restart the system, you will be prompted for a password, you can create and more users in the same screen and supply them each with a password, you can also allocate the access level for each user on a menu option bases (see below). Please note that the first two users will have access to the full system regardless of their access levels.

## How to disable password protection

To disable the password protection, you must blank out the MASTER USER password. To do that go to MAINTENANCE > USERS SETTINGS, then highlight the first user and click the SECURITY button, blank the password field then save, from then on, when you start the system, it will go to the main menu without asking for password.

## How to disable some menu items to other users

To disable some menu items or their access level, go to MAINTENANCE > USERS SETTINGS scroll down to the required user, then click the SECURITY Button, this will show the screen with the user details and the access levels for each menu item, go through all the tabs changing the level from 0 to 3 depending on your requirements, with 0 to block the user from accessing that option, 1 for a read only, 2 for a read and write, and 3 for read, write and modify, including deletion. Please note that the first two users will have full access regardless of the access levels given to them.

## How to change system colors

To change system colors, use the MAINTENANCE > USER SETTINGS > SETTINGS > INTERFACE, you have a choice of four menu levels to change their colors, with an extra option of displaying a picture on the main menu. The menu colors are made up of 3 color fields, RED, GREEN and BLUE with their values ranging from 0 to 255 per color, this will give you a precise color control over all 4 menus, once done, save and the color you chose will be activated immediately.

## How to display a picture on the main menu

To display a picture in the main menu, go to MAINTENANCE > SYSTEM SETUP > INTERFACE, either double click the Desktop Picture File or click the small box at the end of that field to choose the file interactively, the file should be in 800x600 for a full picture to be displayed on the desktop, the file format can be JPG, BMP or similar picture format. Make sure the picture file name or path conforms to the standard DOS convention with 8 characters or less and no spaces in either the file name or the path name.

## How to change the user interface

The system comes with 2 types of interfaces, one is the big buttons interface, which many people find easier to use because it is clearer, you don't have to be very precise with your mouse and the keyboard can be used instead of the mouse.

The other interface is a menu driven with toolbars that are used as quick shortcuts to the frequently used sections of the system. This interface may be more popular with users who are more familiar with the standard Windows interface. You can switch between the two interfaces at will, but with each switch, you have to exit and restart the program. To change the interface, go to MAINTENANCE > SYSTEM SETUP > INTERFACE and choose the interface, then save, exit and restart the program to activate the new interface.

### How to return Sales or Purchases

To return sales in the sales screen, enter the item part number, then in the Quantity field (QTY) enter a **negative** quantity leaving the amount in positive. Same thing applies to the purchases screen.

### How to clear databases and start fresh

To clear the data you entered while testing the system, go to MAINTENANCE > CLEAR FILES and enter either the MASTER USER or MANAGER password

### How to change currency and tax name

To change the currency symbol and the tax name, go to MAINTENANCE > SYSTEM SETUP > GENERAL and change the required fields.

### How to restore backed up data

If the need arises to restore the backed up data, install the backup medium in the system, then do a straight copy from the back up medium to the program folder. Please note that by copying the backed up data you will lose any changes you made to the data from the time you did the that backup to the present moment. You must also Re-index the files by MAINTENANCE > FILE REINDEXING.

### How to add network users

If you need to add network users to the system, you must have purchased the network version of the program, then you have to decide which computer system will act as your server (it does not have to be a dedicated server). Make sure the hard disk drive on the server is fully sharable, to do that, click on My Computer, Right Click on the C: drive and choose SHARING AND SECURITY then give the drive a Share Name such as **SERVERC** and give it full access, if successful, you will see a hand under the C: drive icon. Then, create a short cut on each station as follows (let us assume your server name is **SERVER** and the drive share name is **SERVERC**) in the short cut enter [\\SERVER\\SERVERC\\RMAN.EXE](#) and in the START IN field in the short cut properties you must also enter [\\SERVER\\SERVERC](#) .

Please note the names of the server and the drive share name must follow the DOS path conventions of 8 characters or less and no spaces, otherwise you will be receiving program errors every time you try to run the program.

Please note if you have a heavy workload on the program, then a dedicated server is recommended.

### How to add a company logo to the invoices

To add a company logo to your invoices, use a program like MS Draw which is a Windows program to create a graphics file in either BMP, JPG or similar formats, you

must include the company name and details on that file as well as the company logo. Save that file under your program folder, then go to MAINTENANCE > SYSTEM SETUP and under the DEFAULT COMPANY LOGO FILE enter the file name you just created or double click on that field to interactively choose it. Once a valid picture file is entered, the system will display it and it will appear on your invoices and purchase orders. Make sure the file name or path does not contain any spaces, otherwise, you will receive error messages when trying to print the invoices.

**How to upgrade to the latest version**

To Upgrade the system to the latest version, go to our web site [www.ezisolution.com](http://www.ezisolution.com) and download and install the program upgrade, do not forget to REINDEX the files when you first start the program.

**How to print stock Labels and Barcodes**

To print that stock labels and barcodes, you have to install the barcode font that comes included with the program by opening the CONTROL PANEL under Windows, double click on the FONTS icon, then choose FILE tab at the top left hand side of the Fonts Window, then Click INSTALL NEW FONT and direct windows to look for the font file under the program folder. Once installed, you can then choose to print the labels and barcodes from either the SALES or PURCHASES screen by pressing SHIFT + F12 and follow the prompts.

**How to print addressed envelopes**

Printing of addressed envelopes can be done from CLIENTS, SUPPLIERS or TELEPHONES screens. Open the desired screen, choose the name to print its address then click on the Print Envelop button. You can right click on the print button to choose a different printer than the default one.

**How to choose printer destination when printing**

To print to a different printer on most reports or invoicing, right clicking the print button will display the printer dialog box, you can change the printer or even a printer fax.

**How to fax an invoice or a purchase order**

To send a fax from the program, right click the print button in the invoicing or purchasing screen to display the printer dialog box, you can then choose a printer fax. (Fax software such as Microsoft or Norton Fax software must be installed first)

**How many transactions can the program hold and does speed suffer**

The system can handle millions of records, so for a busy business, it can easily hold transactions for over 30 years with no problems or noticeable speed degradation.

**How to close the financial year and start a new one**

The system does that automatically without any user intervention, however, you must enter the normal accounting entries such as the depreciation on assets and similar entries, your accountant will be the best person to advice you on that. Either way, you can continue working on the system past the end of the accounting year, and can always go back and add or modify entries in the old year.

**How to upgrade from a single user to multi user**

To upgrade to a multi-user license, all you have to do is pay us the difference and we will provide you with a product key that will add the multi-user capabilities to the system without any interruption to your work.

**How does the system keep track of the number of used days in the trial version**

The system calculates the difference between the first entry date and the last entry date. Entering an out of sequence dates will hasten the expiry notice to appear on the system. However, if the expiry notice does appear and you can't access the system, it does not mean that you have lost the data you have already entered, it just means you can't access it. Once you obtain a product key, you can resume working from the point where you last accessed the system.

**How to setup the POS Printer**

To properly setup the POS printer if you decide to use one to print sales dockets, you have to first create a WINDOWS PRINTER DRIVER, The most appropriate one is the GENERIC PRINTER. In Windows, click on Start > Settings > Printers and Faxes and choose Add New Printer then follow the prompts to create the GENERIC PRINTER DRIVER, make sure to print a test page on your docket printer once done to verify it was properly configured.

Next, start your application software, go to MAINTENANCE > SYSTEM SETUP > HARDWARE, then under the POS Printer field, choose the most appropriate printer. If your printer does not exist under the list, choose one with same manufacturer, otherwise, choose the Generic Printer, next under the WINDOWS DRIVER field, choose the driver you just created under windows. Make sure the control codes are correct. If you are still having trouble setting up the printer, please email us with the printer name, module number and the software version you are using including the Windows version. Send your email to [helpdesk@ezisolution.com](mailto:helpdesk@ezisolution.com)

**How to setup the Pole Display**

To properly setup the Pole Display, you must create a generic printer driver from Windows as you would a POS printer and name it Pole Display on Com1 (or anything similar), then make sure the Pole Display Emulation Mode is set to EPSON EMULATION, then start Retail Man, go to MAINTENANCE > SYSTEM SETUP > HARDWARE and Tick the Customer Pole Display option, and choose the printer driver you just created, then in the HOME CODE enter CHR(11) and in the CR KEY CODE enter CHR(13) then save.

**How to Print the Logo file on Invoices and Purchasing**

To print a custom logo file on the invoices and purchase orders, go to MAINTENANCE > SYSTEM SETUP > and enter the logo file name including the path, however, if you include a space in either the file name or the path, you will receive an error message "Invalid path or file name". To fix this, copy the file to the software directory and rename the file to exclude any spaces.

## Problem Solving Tips

There are a number of reasons for system crashes, the following is a list of the main problems that can arise and the way to fix them:



1 - Hardware failure, this one we don't have control over it. If the crash is due to a hardware failure, the hardware has to be fixed first. Please note that hardware failure can cause havoc to your data, it should be fixed promptly.

2 - Problems arise after a power Brownout or Black out. This problem will normally be easily fixed by going to MAINTENANCE > FILES REINDEX and tick all options and Click Proceed. You must have all other instances of the program closed when you do that. We also recommend an Uninterruptible supply (UPS) to stop this kind of a problem that will arise due to power failures.

3 - Problem after an upgrade. Sometime, after applying a new upgrade, you notice problems, this will normally happen if the upgrade was not applied properly. The best course of action is to make sure you have made a backup before the upgrade, then you just restore that backup, and try the upgrade again.

4 - Virus infected system. This problem could be one of the hardest to fix, depending on the virus and how much damage it has caused on your system. Sometime, the system has to be formatted and all data has to be re-entered, but in most cases, we can help by checking the integrity of your data if you email it to us.

5 - Problems due to an operating system. We have found that earlier versions of Windows, such as Windows 98 and ME can be very troublesome due to bugs in the Windows operating system itself. We highly recommend using either Windows 2000 or XP (service pack 1 and over), both are fairly stable. If you do have Windows ME or 98, we highly recommend dumping it ASAP and installing 2000 or XP with SP1 or SP2.

6 – Make sure the default printer is the reports printer and not the POS printer. The system uses the Windows default printer as the reports printer, so if the POS printer was assigned as the Windows default printer, it can only show 40 characters instead of the 80 characters. Even if you are not planning to use report printer, you must still install a reports printer driver under Windows and make it as the default

It will help us to know the version number of the program, it is on the very first screen that appears after running the program (top left hand side), if the screen is too fast, just enable the password option by entering a password for the Master User in MAINTENANCE > USERS FILE MAINTENANCE and Click Modify on the first user, then enter a password there, save and then restart the system.